



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

POSITION TITLE	Administrative Assistant
OPERATION	Weliankweyasimk Women's Shelter
SALARY	depending on qualifications and experience
TERM	Permanent/Full-Time/40 hours per week
LOCATION	Halifax Nova Scotia
ESTIMATED START DATE	July 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponghook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

Wasoqopa'q First Nation owns and operates the Weliankweyasimk Women's Shelter, an Indigenous Women's Shelter dedicated to providing a safe and supportive environment for Indigenous women and children who have experienced family violence. The facility operates with 24-hour staffing, a 24-hour crisis line, supportive counselling, programming and assistance in navigating external programming, services and systems. The team of the Weliankweyasimk Women's Shelter provide a holistic and client-centered approach to programs and services that are culturally grounded, built upon Indigenous culture, traditions and healing practices, that encourages healing, empowerment, growth and increased overall well-being for Indigenous women and children in maintaining a healthy, violence free lifestyle.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for an Administrative Assistant, reporting to the Executive Director, responsible for supporting the overall functionality of the Weliankweyasimk Women's Shelter, with answering and fielding calls and the crisis line, addressing inquiries, maintaining the schedule, bookings and office budget while continually providing a safe, trusting, respectful, and accepting atmosphere for Indigenous women, children, youth and employees that supports and environment of healing, recovery and growth, aligned with the Weliankweyasimk Women's Shelter vision and values.

ESSENTIAL FUNCTIONS AND DUTIES

- Answers and fields incoming calls, emails and fax messages, and address general inquiries
- Receives and directs scheduled visitors at the reception desk, arranging appointments as required
- Follow ups on business arising to emails and phone calls, on behalf of the Executive Director



- Attends and assists the Executive Director in preparation for Board meetings and Annual General Meetings
- Establishes and maintains the communications book, health and safety log (tracking incidents) for shift rotation and the crisis line phone log and contact sheet
- Documents all significant events in the communications book, health and safety log and or crisis phone log, as appropriate
- Maintains a monthly and or weekly posted schedule (calendar board) of all employees
- Prepares correspondence, minutes, and or reports as requested by the Executive Director
- Pick ups and distributes mail, literature and information to employees for clients (e.g. brochures, posters regarding programs and services)
- Makes travel reservations, and hotel bookings, prepares travel forms on behalf of the Executive Director and direct accounts, as needed
- Assists in the planning, preparation, and catering of all in-person meetings as requested
- Establishes and keeps accurate records and current filing system of all correspondence, contracts and employee files
- Establishes and maintains an inventory database of office supplies, Shelter furnishings, maintenance of equipment (reports of damage to equipment) and scheduling of deliveries
- Maintains office accounting (writing cheques and balancing) for all purposes (office supplies etc.)
- Reviews and reconciles, on a monthly basis, local supply vendor invoices and statement for the Shelter account and provide to WFN Finance for processing
- Keeps the bulletin board up-to-date posting relevant material, such as job postings, notices, newsletters, etc. (remove any old or out of date information)
- Maintains and up-to-date directory of frequently called numbers and addresses (e.g. vendors, suppliers, service providers)
- Maintains confidentiality of all records and files, unless release of specific information is authorized by the Executive Director
- Establishes and maintains healthy, collaborative, supportive working relationships with employees, working and contributing in a team environment
- Maintains strict confidentiality and professional boundaries with all clients and employees
- Schedules, attends and actively participates in team meetings and communications that support the operations of the Weliankweyasimk Women's Shelter

CRISIS LINE SERVICES

- Answers the crisis line, identifying, appropriate action based upon the needs of the caller
- Provides the caller with information and makes appropriate connections supports
- Document all calls in the phone log book and on client contact sheets

HEALTH AND SAFETY

- Respects a workplace culture that takes responsibility for Health and Safety
- Ensures the Shelter is safe and secure from break-ins, fire and other hazards or potential dangers
- Maintains adherence and supports compliance of all Health and Safety regulations, including the safety of all clients, employees and visitors
- Collaborates, with the Director of Human Resources, to organize and implement staff training and professional development programs
- Maintains working relationship with the RCMP and emergency services to support crisis situations and or addressing safety and security dangers of women, children and youth and the Shelter
- Maintains and participates in all Health and Safety training, in accordance with the requirements of the position



- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and Weliankweyasimk Women's Shelter procedures, as required
- Other duties, training and activities related to support the operational needs of the Weliankweyasimk Women's Shelter, as required

QUALIFICATIONS

- Diploma in Office Administration or related field from a recognized institution
- At least 1-year in working with the public in a customer service and or office environment
- Knowledge of Mi'kmaq and or Indigenous Culture & History
- Knowledge and experience working in a Mi'kmaw and or Indigenous communities
- A valid driver's license is required, as is access to a vehicle
- Non-Violent Crisis Intervention Training (NVCIT) is considered an asset
- Applied Suicide Intervention Skills Training (ASIST) is considered an asset
- Trauma Informed Care Training is considered an asset
- Mental Health First Aid, First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal record and vulnerable sector check upon hiring
- Child Abuse Registry Check upon hiring and renewal every two years

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Demonstrated knowledge and cultural sensitivity, in understanding and respecting diverse backgrounds and lifestyles
- Ability to be patient and remain calm in stressful situations
- Good interpersonal, organizational, written and verbal communication skills
- Attention to detail and financial tracking
- Critical thinking and problem-solving skills, with the ability to come up with creative solutions
- Proven ability to multi-task, set priorities based on competing demands
- Strong organizational and time management skills
- Effective computer literacy skills in Microsoft 365
- Ability to work independently with minimal supervision and as part of a team
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

WORKING CONDITIONS

- Hours of work are expected to occur on a part-time basis, Monday to Friday, 40 hours per week
- Working environment may be hazardous at times, due to the nature of work involved, and can be emotionally demanding
- A great deal of time is spent working indoors in a well maintained, heated/ventilated environment with modern and up-to-date equipment
- There are instances of moving objects and lifting equipment and or boxes up to 20 lb
- Long period of work with office equipment and computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote #ADMINASSISTANT on your cover letter and indicate your salary expectations for this position.

WFn appreciates the interest of all applicants, only those selected for an interview will be contacted. WFn does not assume candidate expenses related to this recruitment process.



In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: May 30, 2025

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.