



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT MEDWAY

POSITION TITLE	Administrative Assistant - Term
DEPARTMENT	Administration
SALARY	\$ 18.00 - \$19.00 per hour
TERM	Term/Full-Time/36 Hours Per Week/September 2025 to December 2026
LOCATION	Administrative Office – Medway 5163 Highway #210 Greenfield NS B0T 1E0
ESTIMATED START DATE	September 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, Ponhook, 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.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Term Administrative Assistant for the Medway Office, reporting to the Executive Director/Band Manager, responsible for supporting the overall functionality of the Medway Office, with answering and fielding calls, addressing inquiries, VON schedule and bookings, organizing events and activities, assisting with fishery tag system, organizing and assisting with lobster and scallop distribution, maintaining a recreation fund, and office budget while continually providing a welcoming environment for employees, WFN members and families and the general public.

ESSENTIAL FUNCTIONS AND DUTIES

- Answer and field incoming calls, emails and fax messages, and address general inquiries
- Receive and direct scheduled and walk-in WFN members, visitors and general public at the reception desk, arranging appointments as required
- Maintain a monthly and or weekly schedule (calendar board) of all Medway Office employees
- Assist in the planning, preparation, and catering of all in-person meetings as requested
- Assist in the planning and execution of community events, including Seniors Group, youth trips and activities for Queens County members and families
- Distribute, package, sort lobsters, scallops, moose meat for local WFN members, as required throughout the year
- Maintain accurate and current filing system of all correspondence
- Establish and maintain an inventory of office supplies and maintenance of equipment



- Maintain office accounting (writing cheques and balancing) for all purposes (office supplies etc.) and Queens and Wildcat recreation funds
- Review and reconcile, on a monthly basis, local supply vendor invoices and statement for the WFN account and provide to WFN Finance for processing
- Direct complaints, inquiries and requests from WFN members to the appropriate person and or department
- Pick up and deliver mail, open and date stamp all general correspondence
- Keep the bulletin board up-to-date posting relevant material, such as job postings, notices, newsletters, etc. (remove any old or out of date information)
- Maintain and up-to-date directory of frequently called numbers and addresses (including ALL WFN members in the area)
- Maintain confidentiality of all records and files, unless release of specific information is authorized by the WFN Council
- Distribute via mail, email, social media Facebook page, or newsletters, notices to WFN members that are of relevance or as requested
- Ensure that lights, equipment, etc. are turned on/off upon arrival or before leaving the office each night, & lock the door
- Maintain a schedule for VON appointments and client call reminders
- Coordinate water testing for Medway Reserve residents as per Health Canada guidelines
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary procedures, as required
- Working in a team environment, there may be other duties, training and activities related to the position, as required

QUALIFICATIONS

- Diploma in Office Administration or equivalent education and experience in an office setting
- Knowledge and experience working in a Mi'kmaq community is considered an asset
- An understanding of Mi'kmaq culture and traditions is considered an asset
- Valid Driver's License and access to a reliable vehicle are required
- First Aid and CPR, OHS, and Food Handler's or willingness to take training
- Criminal record and vulnerable sector check are required upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Strong multitasking skills, ability to meet deadlines
- Demonstrated effective time management and problem-solving abilities
- Strong ability to work in a team
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Good interpersonal, organizational, written and verbal communication skills
- Attention to detail and financial tracking
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion
- Demonstrated adherence to integrity and sincerity

WORKING CONDITIONS

- Hours of work are expected to occur during regular office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday, inclusive
- A valid driver's license is required, as is access to a reliable vehicle
- A great deal of time is spent working indoors in well maintained, heated and ventilated environment with modern and up-to-date equipment
- The environment can get busy, noisy, and is prone to frequent interruptions by other individuals while doing tasks



- Sitting for an extended period is required
- Long period of work with office equipment and computer can occur
- There are instances of lifting heavy boxes of supplies and materials up to 20 lb

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote ADMINMEDWAY# 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: September 9, 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.