



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity *Executive Assistant*

**Full Time Term Position Until March 31, 2027
(With a possibility of extension)**

About Us

The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) represents and supports the Chiefs of 33 Mi'kmaq, Maliseet, Passamaquoddy and Innu communities across Atlantic Canada and the Gaspé region of Quebec. APC develops and advocates policy initiatives that reflect the priorities and rights of Atlantic First Nations communities.

About the Role

We are seeking a highly organized and professional Executive Assistant to support the Executive Director and leadership team in a fast-paced environment. The Executive Assistant manages executive scheduling, communications, document control, and HR coordination, while supervising the Administrative/Finance Assistant.

Key Responsibilities

- Manage the Executive Director's calendar, communications, and travel logistics.
- Coordinate Executive, Chiefs, and Stakeholder meetings, including agendas and minutes.
- Support HR functions such as onboarding, appraisals, and personnel records.
- Maintain document management systems, contracts, and funding agreements.
- Assist with Chiefs Forums, Annual Assemblies, and major APC events.
- Compile monthly reports and coordinate the APC Newsletter and Annual Report.
- Supervise and support the Administrative/Finance Assistant.

Qualifications & Skills

- Diploma or Certificate in Business Administration or related field (or equivalent experience).
- Minimum 5 years' experience supporting a senior executive, preferably within a First Nations or not-for-profit organization.
- Ability to travel, valid driver's license, and reliable vehicle.

- Proficiency in MS Word, Excel, PowerPoint, and Outlook; Zoom, Microsoft Teams, Ring Central
- Strong organization, communication, and writing skills.
- Knowledge of First Nation communities and organizations in the Atlantic and Gaspé region.
- Ability to speak Mi'kmaq, Maliseet or Innu is an asset.

Why Join APC?

- Competitive salary (dependent on qualifications and experience)
- Employer-paid pension plan
- Health, dental, and vision coverage
- Paid vacation, personal, and sick leave
- Free on-site parking
- Professional development opportunities

How to Apply

If you are interested, qualified and would like to be part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC competition #2025-10-01 on the cover letter and subject line of your email**);
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

Location: Cole Harbour Reserve, 153 Willowdale Drive,
Dartmouth, NS

Closing Date: November 14, 2025, at 4:30 p.m. (AST)

Salary: Dependent on qualifications and experience

All above noted information must be sent by **email only** on or before **4:30 p.m. (Atlantic Standard Time) Friday, November 14, 2025.**

Email address: hr@apcfnc.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.