



Career Opportunity

Family Well Being - Administrative Assistant
(Full-time Permanent)

Closing:

October 22, 2025

Anticipated Start Date:

Immediate

Salary Range:

\$36,400-\$41,860 Annually

(Based on Qualifications and Experience)

General Description: Under the direction of the Sipekne'katik Family Well Being (FWB) Director, the Administrative Assistant plays a key role in supporting the smooth and efficient operation of the department. This position is responsible for a wide range of administrative functions, including records management, data collection and reporting, coordination of meetings and events, providing direct support to the Director and FWB team. The successful candidate will demonstrate exceptional organizational skills, attention to detail, and the ability to maintain confidentiality while working in a culturally respectful and community focused environment.

Responsibilities:

- Provide comprehensive administrative support to ensure the efficient operation of the FWB office.
- Maintain an organized filing system for both paper and digital records, always ensuring confidentiality.
- Monitor and maintain office supply inventory; anticipate needs, prepare purchase orders, and coordinate with vendors.
- Draft, format, and distribute correspondence, reports, and meeting materials as required.
- Manage departmental calendars, schedule meetings, and coordinate logistics for programs, workshops, and events.
- Prepare requisitions, honorarium requests, and payment documentation; liaise with Finance to ensure compliance with internal processes.
- Assist in developing and maintaining participant files, assessments, referral forms, and other confidential documents.
- Track and compile program statistics, attendance, and evaluation data for reporting purposes.
- Reserve and arrange community spaces for programming, meetings, and training sessions.
- Assist the FWB team with event set-up, workshop material preparation, and scheduling Elders and Knowledge Keepers.
- Compile and organize information on community needs to inform program planning and service delivery.
- Support effective communication within the FWB team and with other departments.

- Highlight and flag items requiring the Director's input or action.
- Contribute to a positive and respectful work environment that reflects Sipekne'katik values and priorities.

Qualifications and Experience/Skills:

- Diploma or certificate in Business Administration from an accredited institution, or an equivalent combination of relevant training and experience.
- Proven ability to work both independently and collaboratively in a confidential, team-based environment.
- Strong interpersonal, communication, and relationship-building skills.
- Highly developed organizational skills with the ability to manage multiple priorities and meet deadlines.
- Proficiency with Microsoft Office Suite and comfort learning new software.
- Experience working in a First Nations Community is preferred.
- Must have reliable transportation; this is a full-time, in-person position located in the community.
- A criminal records check is required.

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.