



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT – MEDWAY OFFICE

POSITION TITLE	Administrative Assistant
DEPARTMENT	Administration
SALARY	Dependant on qualifications and experience
TERM	Permanent/Full-Time/Monday to Thursday 8:00am to 5:00pm (with some events and activities on evenings and weekends)
LOCATION	Medway Office
ESTIMATED START DATE	November 2026

Wasoqopa'q First Nation (formerly Acadia First Nation) is spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponthook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings.

Wasoqopa'q First Nation is ***“welcoming, inclusive and is a multigenerational Mi'kmaw Nation that is unique and successful at protecting its waterways and lands, and values the traditions, people, culture and spirituality, while carefully utilizing its assets and strengths for sustainability, jobs, culture and recreation.”***

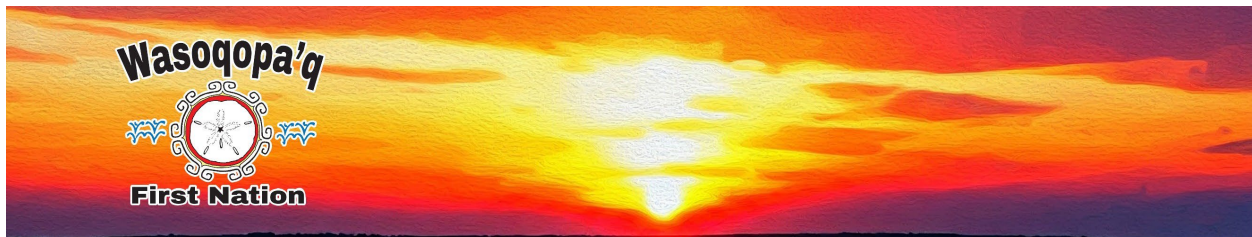
Through community and economic development initiatives, programs and services, Wasoqopa'q First Nation continues to grow, enhancing the social and economic well-being of the Nation.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for an Administrative Assistant, reporting to the Executive Director/Band Manager, responsible for providing supports to the overall functionality of the Medway office, with answering and fielding calls, addressing inquiries, scheduling, organizing events and activities, and maintaining the office budget, 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, Elder and or 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.
- Establish and maintain an inventory of office supplies and maintenance of equipment.
- Maintain office accounting (writing cheques and balancing) for all purposes.
- Direct complaints, inquiries, and requests from WFN members to the appropriate person and or department.
- Keep the bulletin board up-to-date posting relevant material, such as job postings, notices, and newsletters,



- 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.
- Distribute via mail, email, social media Facebook page, or newsletters, notices to WFN members.
- Support the Health Department in organizing vaccination clinics, as needed.
- 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, other duties, training, and activities, as required

QUALIFICATIONS

- Diploma in Office Administration or related field from a recognized institution and or equivalent experience
- At least 1-year in working with the public in a customer service and/or office environment.
- 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.
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check are required upon hiring.
- A valid driver's license is required, as is access to a vehicle.

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@wasoqopaq.ca **Please quote MEDWAYADMIN# 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: October 8, 2026

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.