



Employment Opportunity Administrative Assistant

The Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) arose in response to a request by the Cape Breton First Nations Chiefs in 2003 to develop an overall environmental management plan for the Bras d'Or Lakes and watershed lands. Today, CEPI continues to address environmental management issues around the Bras d'Or Lakes. CEPI is in immediate need of an Administrative Assistant to perform clerical, secretarial and stenographic duties as required by the Bras d'Or Lakes CEPI Coordinator.

Key Responsibilities:

- Organization and promotion of meetings and events.
- Prepare agendas and programs for meetings.
- Attend and takes minutes of meetings.
- Operate office equipment such as photocopiers, facsimile machines, computers.
- Drafting correspondence to partnering organizations and funders.
- File correspondence and other records.
- Other duties pertaining to the role as required.

Qualifications:

- Proficiency in English language, both written and spoken.
- Sound organizational and interpersonal skills.
- Able to work under pressure and meet deadlines.
- Able to work accurately and neatly.
- Able to work independently.
- Aptitude for working with computers.
- Able to act with tact and discretion.

Assets:

- Able to fluently speak and translate Mi'kmaw language an asset.
- Experience in communications an asset.

Term: Full time until March 31, 2018. Possibility of extension dependant on funding.

Salary Range: \$28,000 - \$32,000.00 Depending on qualifications and experience.

Deadline for application: Thursday, May 18, 2017

UINR would like to thank everyone for their interest, but only those selected for interviews will be contacted.



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Unama'ki Cape Breton Mi'kmaq Communities

Send cover letter and
résumé to: UINR
C/O Annie Johnson
PO Box 8096
Eskasoni NS B1W 1C2
Phone: (902) 379-2163
Fax: (902) 379-2250
Email: annie@uinr.ca