



# ADMINISTRATIVE ASSISTANT - PUBLIC SAFETY PROJECT

**POSITION:** Full Time

**DESCRIPTION:**

Paqtnkek Mi'kmaw Nation is seeking a highly organized and detail-oriented Administrative Assistant to support a Crime Prevention Project focusing on Paqtnkek community knowledge. The successful candidate will play a key role in coordinating public meetings, managing office tasks, organizing activities, supporting project manager and providing excellent support to project stakeholders.

**RESPONSIBILITIES:**

- Organize and coordinate public meetings and community engagement events related to the Public Safety Project.
- Communicate effectively with community members, stakeholders, and team members.
- Manage incoming calls, emails, and correspondence with professionalism and clarity.
- Handle office duties including filing, data entry, and maintaining accurate records.
- Prioritize tasks effectively to meet deadlines and ensure smooth project operations.
- Provide general administrative support to the Public Safety Project team as needed.





## QUALIFICATIONS:

- Strong organizational skills with the ability to manage multiple tasks, take direction, and meet deadlines.
- Excellent telephone and office communication skills.
- Experience in event coordination or public meeting management is an asset.
- Strong ability to work both independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Knowledge of Paqtnkek Mi'kmaq Nation and the community's needs is highly desirable.
- Previous experience in an administrative support role is preferred.

## PERSONAL ATTRIBUTES:

- Strong attention to detail.
- Ability to work with diverse groups and foster positive relationships.
- Respect for cultural sensitivity and commitment to community well-being.
- Ability to handle confidential information with discretion.

## HOW TO APPLY:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to [david.kearns@paqtnkek.ca](mailto:david.kearns@paqtnkek.ca). Applications will be accepted until the position has been filled.

*Paqtnkek Mi'kmaq Nation is committed to providing equal employment opportunities and encourages individuals of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.*

