



## **Employment Opportunity** **Administrative Assistant** Full Time term position to March 2023

The Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) addresses environmental management issues of the Bras d'Or Lakes and its watershed. It is a collaboration of four levels of government (First Nations, municipal, provincial and federal), academia, non-governmental organizations, business owners and industry.

### **Key Responsibilities**

- Organize and promote meetings and events
- Prepare agendas and programs for meetings
- Attend and take minutes of meetings
- Operate office equipment such as photocopiers, facsimile machines, computers
- Draft correspondence to partnering organizations and funders
- File correspondences and other records
- Other duties pertaining to the role as required

### **Qualifications and Requirements**

- 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
- Experience in communications an asset
- Ability to speak and translate Mi'kmaq an asset

### **Salary Range**

\$28,000 - \$32,000 (based on experience and qualifications)

### **Deadline for application**

October 31, 2019

Send resumes to:

Annie Johnson, Director of Administration  
4102 Shore Rd, Eskasoni, NS BIW IM4

Phone: 902-379-2163

Fax: 902-379-2250

Email: [annie@uinr.ca](mailto:annie@uinr.ca)