



Position: Board Operations Officer, Co-Management Agreements, Full-time, Permanent
Location: Charlottetown, PEI
Includes: Vacation, Health Benefits and Pension

Closing Date: September 22, 2025
Salary: \$65,000 - \$75,000 annually

Organizational Description

L'nuey supports the Epekwitk Assembly of Councils (the full Abegweit and Lennox Island Councils) in the negotiation, consultation, and governance development work of the leadership. L'nuey works with the leadership and engages the Mi'kmaq of PEI on the implementation and protection of the collective Aboriginal and Treaty Rights of the Epekwitnewaq Mi'kmaq.

Position Summary

Reporting to the Implementation Lead, Co-Management Agreements, the Board Operations Officer, Co-Management Agreements plays a key role in supporting the co-management boards for the Pituamkek National Park Reserve and for the PEI National Park and the following Parks Canada-administered National Historic Sites (NHS): Province House NHS, Ardgowan NHS, Dalvay-by-the-Sea NHS, Skmaq — Port-la-Joye — Fort Amherst NHS and Green Gables Heritage Place. The Board Operations Officer organizes and documents board meetings in collaboration with chairpersons, ensures follow-ups, and supports the development and implementation of governance policies. The role also serves as a liaison with key stakeholders such as L'nuey and Parks Canada.

Duties and Responsibilities

- Organize board and technical committee meetings, ensuring member availability and quorum.
- Work closely with the chairpersons to develop meeting agendas.
- Coordinate the preparation of meeting materials, including reports, presentations and background information.
- Record and maintain accurate documentation of meetings, including key decisions, actions items and discussions.
- Monitor and follow up on board action items and decisions.
- Coordinate logistical arrangements for board-related activities, including venue bookings, travel and catering arrangements.
- Maintain regular communication with board members and chairs regarding board matters and the co-management agreements.
- Support the development, maintenance and application of governance policies and procedures.
- Develop, maintain and organize a secure data management system for board records.

- Serve as a liaison between boards and the Parties (L'nuey and Parks Canada Field Unit).
- Support administrative functions as needed to achieve the objectives of the co-management agreements.

Qualifications

We recognize that skills and knowledge are developed in many ways — through formal education, work, volunteer roles, and community involvement. We encourage applications from individuals with a broad range of backgrounds. The ideal candidate will demonstrate many of the following:

- A combination of relevant education, training, and/or experience — formal post-secondary education is welcome but is not required.
- Experience working with or coordinating diverse groups of stakeholders.
- Demonstrated ability to build and maintain relationships with a wide range of partners, such as Indigenous communities, governments, nonprofits, and other organizations.
- Knowledge of the Epekwitnewaq Mi'kmaq socio-political context and current affairs.
- Ability to collaborate respectfully and effectively with partners and stakeholders.
- Strong problem-solving and analytical skills, with the ability to identify and implement practical solutions.
- Clear and effective communication skills, both oral and written.
- Strong organizational skills, with the ability to manage multiple tasks and priorities.
- Comfort using Microsoft 365 and other common digital tools.
- Commitment to integrity, respect, and sound judgment in all aspects of work.

If your experience looks different from what's listed but you believe you'd be a good fit, we encourage you to apply.

Additional Qualifications (Helpful but not required)

- Experience in providing support and guidance to leadership/management.
- Experience working with a board of directors.
- Experience developing board governance policies and procedures.

Conditions of Employment

- Valid driver's license, insurance and access to a reliable vehicle (in-province travel required).
- Provide a Criminal Record Check.
- Potential for occasional work on evenings or weekends.

Application

L'nuey hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

We thank all applicants for their interest, however only those selected for interviews will be contacted. Please forward your resumé and cover letter to apply@lnuey.ca by 3PM on September 22, 2025. Positions are subject to final budgetary approval.