



Job Position: Administrative Assistant
Employment: Full-time/Term (1 year with possibility of extension)
Direct Report: Executive Assistant
Closing Date: May 11, 2026 at 12:00 PM

Organizational Description

L'nuey supports the Epekwitk Assembly of Councils (the full Abegweit and Lennox Island Band 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 protection and implementation of the collective Aboriginal and Treaty Rights of the Epekwitnewaq Mi'kmaq.

Position Summary

As the first point of contact, the Administrative Assistant maintains a broad understanding of the organization and directs communications appropriately. The role provides administrative and office management support, including file management, IT requests, meeting scheduling, and general administrative assistance. The Administrative Assistant ensures the office remains organized and presentable, welcomes guests in a professional and courteous manner, and assists with meeting logistics and key events throughout the year. The Administrative Assistant reports directly to the Executive Assistant.

Key Duties Related to Role:

- Serve as the first point of contact for visitors, calls, mail and general inquiries, directing communications appropriately.
- Provide comprehensive office administration support, including ordering supplies, managing inventory, equipment, and services.
- Maintain a professional, organized, and presentable office environment, including shared spaces and daily tidying tasks.
- Coordinate meetings and events, including room bookings, logistics, catering and event support.
- Prepare and organize meeting materials, including reports, presentations, and background information.
- Record and maintain accurate meeting documentation, including decisions, action items, and discussions, and follow up on outstanding items as required.
- Manage administrative systems and databases, including contact lists, partnerships, and account information.
- Organize and manage electronic and hard copy files.
- Prepare and format documents and correspondence.
- Submit and track IT service requests with external providers.
- Maintain inventory and working knowledge of office equipment and meeting room technology.
- Provide administrative support for organizational communications.
- Handle confidential and sensitive information with discretion.
- Liaise professionally with internal and external stakeholders, building management and external service providers.
- Communicate administrative needs and concerns to the Executive Assistant.
- Perform other related duties as assigned.

Qualifications – Education and Experience

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.
- Proficiency with 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 providing support and guidance to leadership/management.
- Experience working with a board of directors.
- Experience developing policies and procedures.
- Familiarity with social media platforms and basic digital communications tools is considered an asset.
- Ability to follow established communications guidelines and brand standards.

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.

Hours of Work:

Hours of work will be in accordance with the standard hours of operation of L'nuey (Summer Hours – Monday through Friday 8am – 4pm, Winter Hours – Monday through Friday 8:30am – 4:30pm). A standard work week for this position is 37.5 hours unless otherwise specified within the employment contract.

Salary

\$50,000 - \$55,000

Application:

We encourage all qualified persons to apply; however, in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, qualified Indigenous applicants will be given priority in the screening process. L'nuey is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this. We thank all applicants for their interest; however, only those selected for interviews will be contacted. Please forward your resume and cover letter with two references to apply@lnuey.ca