



## ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

### APC Employment Opportunity

#### Administrative Communications Assistant

**Full Time Term Position until March 31, 2023  
(with a possibility of extension)**

**Description:** The Administrative Communications Assistant will support the work of the Housing and Infrastructure staff as well as other departments within APC in a professional and personable manner. Important elements will include the organization and coordination of in person and virtual meetings/conferences, managing and populating websites, and tracking budgets.

**Who Can Apply:** Applicants should possess a diploma or certificate in office/administrative management/assistance from a recognized post-secondary institution. A combination of comparable, relevant and recent education and experience including knowledge of housing issues and programs in First Nations communities in Atlantic region.

**Experience:** Applicants must have at least 2 years of combined work experience with a focus on any of the following: social media assistance, report writing, supporting engagement, supporting project coordination, meeting administration, stakeholder liaising with First Nations.

#### Abilities & Skills:

- Possess a valid driver's license, have a reliable vehicle and be willing to travel when required; and;
- Demonstrated proficiency in computer software such as Microsoft Office Suite, Ring Central, Zoom, Microsoft Teams, Box, Email, Internet, Facebook etc.
- Knowledge of First Nation communities and organizations involved in housing in the Atlantic region.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

## Essential Functions and Duties:

- Organize and coordinate meetings with Advisory Committee, Housing Technicians Committee, and Chiefs Committee on Housing, as well as with representatives from Indigenous Services Canada and CMHC;
- Regular communication with First Nations staff and leadership/Tribal organizations and all key housing staff in the region;
- Work with other Housing and Infrastructure staff to identify engagement needs and communications needs;
- Develop and implement communications strategies for department projects;
- Draft and edit press releases, briefs, publications, and social media posts;
- Update databases and media lists;
- Facilitate effective internal communications.

**Salary:** Depending on qualifications and experience

**Location:** Cole Harbour, Dartmouth, Nova Scotia

**Start date:** As soon as possible until March 31, 2023 (with a possibility of renewal)

If you are interested and qualified and would like to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition 2022-02-15** on the cover letter and subject line of your email;
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **4:30 p.m. (Atlantic Standard Time)** **on Friday March 11, 2022.**

Email address: [hr@apcfnc.ca](mailto:hr@apcfnc.ca)

**No applications will be accepted beyond the closing deadline.** Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.