



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant (Full Time)
Department: Education
Reports To: Principal
Location: Maupeltuewey Kina'matno'kuom

About Membertou:

Membertou is a progressive and growing Mi'kmaw community rooted in culture, language, family, accountability, and community success. As one of the most recognized First Nation communities in Canada, Membertou continues to lead through innovation, education, economic development, and strong governance while remaining grounded in Mi'kmaw values and identity.

Position Summary:

Membertou is seeking a professional, organized, and dependable Administrative Assistant to support the daily administrative operations of Maupeltuewey Kina'matno'kuom.

The Administrative Assistant will provide clerical, reception, records management, and office support to ensure the smooth and efficient operation of the school. This role requires strong communication skills, attention to detail, confidentiality, and the ability to interact respectfully with students, staff, families, community members, and visitors.

As part of a Mi'kmaq community school environment, the successful candidate will support a welcoming, respectful, and culturally grounded atmosphere that reflects the values of Membertou and the importance of education, community, language, and culture.

Key Responsibilities:

- Enter data and update School Messenger.
- Maintain monthly staff attendance records, including hard copies.
- Carry out routine office procedures in an effective and professional manner.
- Perform a wide variety of clerical duties, including typing, proofreading, filing, and checking and recording information accurately and confidentially.
- Prepare letters, memorandums, statistical information, and other materials from oral direction, rough drafts, typed material, or handwritten copy/notes.
- Operate office equipment, including photocopiers, fax machines, duplication equipment, and other office machines as required.
- Receive, sort, and distribute incoming and outgoing mail.
- Receive and refer to telephone calls to the appropriate person in a pleasant, courteous, and professional manner.
- Sort and file documents and records according to established classifications.
- Greet and assist staff, students, families, community members, and the public in a positive and respectful manner.
- Maintain positive relationships with Membertou's internal and external customers.
- Ensure that transactions, information, and records received on behalf of the Band, school, and/or community members are kept confidential.
- Maintain and support Membertou's Quality Management System as it relates to job-related duties and departmental responsibilities.
- Perform other related duties as assigned by the Principal or Director of Education.

Qualifications & Requirements

- Completion of Grade 12 or equivalent.
- Post-secondary education or training in office administration, business administration, records management, or a related field would be considered an asset.
- Previous administrative, clerical, receptionist, or school office experience would be considered an asset.

- Experience using School Messenger or similar student/school communication systems would be considered an asset.
- Strong computer skills, including Microsoft Office, email, data entry, and electronic filing.
- Strong typing, proofreading, organization, and record-keeping skills.
- Ability to handle confidential information with professionalism and discretion.
- Strong communication and interpersonal skills.
- Ability to work respectfully with students, staff, families, community members, and visitors.
- Ability to manage multiple tasks and priorities in a busy school environment.
- Knowledge of Membertou, Mi'kmaq culture, community values, and/or experience working in a First Nation community would be considered an asset.
- A satisfactory Criminal Record Check and Vulnerable Sector Check may be required.

Skills and Abilities

- Professionalism, reliability, and strong attention to detail.
- A welcoming and respectful approach when interacting with others.
- Ability to always maintain confidentiality.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a school-based team.
- Patience, flexibility, and good judgment.
- Respect for Mi'kmaq culture, language, families, and community.
- Commitment to supporting a positive school environment

Working Conditions:

This position is based in a school office environment and may involve frequent interaction with students, staff, families, community members, and visitors. The position requires professionalism, confidentiality, and the ability to respond calmly and effectively in a busy educational setting.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
 47 Autwen Ma'sl Awti
 Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Thursday June 11th, 2026, at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.