



# Nova Scotia Native Women's Association

## JOB POSTING

**JOB TITLE:** Administrative Assistant – 1 Year Contract

**REPORTS TO:** Executive Director

The Nova Scotia Native Women's Association (NSNWA) has been in existence since 1972. The association is a non-profit organization representing approximately 8,000 Indigenous women, girls and 2SLGBTQIA peoples in Nova Scotia. The association was formed to address the social, political, emotional, health concerns and aspirations of Mi'kmaq women, as well as to, address gender-based violence and discrimination. Indigenous women continue to face life-threatening, gender-based violence and disproportionately experience violent crimes because of hatred and racism. NSNWA envisions a future where Indigenous women are free from violence and our lives are valued and protected as equally as non-Indigenous women in NS and Canada.

NSNWA is committed to leading this effort in our territory and will continue to work collaboratively with all levels of government and service organizations to create and implement actions to eliminate violence against Indigenous peoples as well as to ensure that the systems and supports are available for those in need.

The NSNWA is seeking an Administrative Assistant, this position is located in Truro, Nova Scotia. They will support the planning and implementation of an Indigenous midwifery education program, the establishment of a birthing centre in Paq'tnkek, and advocating for recognition of Mi'kmaq birth rights. They will work closely with the NSNWA midwifery project lead and community engagement coordinator to support the administrative needs of the NSNWA and the Mi'kmaq Midwifery.

### **RESPONSIBILITIES/DUTIES:**

- Development of annual work plans, tracking progress and deliverables
- Assist in the development of community based advisory circles of community members for Paq'tnkek and the province
- Plan and schedule meetings
- Write minutes at meetings and gatherings
- Circulate agenda and meeting documents
- Maintain a document library
- Support communication pathways between the project lead, community engagement coordinator and Director of NSNWA, and leads at Tajikeimik throughout the life of the project.
- Working closely with budget management and funding reports

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This position will remain open until filled

- Ability to manage stress, including creating and implementing a self care plan.
- Be honest, trustworthy, respectful, motivating, reliable, enthusiastic, and flexible.
- Strong social skills with the ability to operate with diplomacy, tact, and empathy.
- Maintain high level of confidentiality.
- Demonstrate sound work ethics.
- Other related duties as requested.

## **QUALIFICATIONS**

- Certificate, Diploma or Degree in a relevant field or equivalent professional experience
- Ability to work independently, with multiple projects and tight deadlines
- Excellent computer skills; Word, Excel, Power Point, Outlook, Internet
- 1-2 years of project coordination/management experience
- Excellent administrative and organizational skills
- Excellent written and verbal communication skills
- Ability to work as part of a team and demonstrate flexibility and efficiency
- Knowledge of the profession of midwifery and model of care.
- Experience working with Indigenous communities, knowledge-holders and subject-matter experts, in a meaningful way.
- Experience coordinating or managing Federal funded projects including donor reporting
- Ability to work remotely, or from NSNWA office in Millbrook and within First Nations communities
- Knowledge, awareness, ability to work with and sensitivity to Indigenous people and culture including an understanding of the historical and current issues they face in Nova Scotia.
- Understanding and empathetic to Indigenous women and girls affected by Human Trafficking and its impacts.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Knowledge of Indigenous communities and organizations in Nova Scotia and the services they provide, both on and off reserve.
- Ability to work with a culturally diverse clientele demonstrating cultural awareness and sensitivity.
- Strong computer literacy skills including experience working with word, excel and video communications such as zoom etc. and other office equipment.
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks.

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- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.
- Ability to manage complex and highly confidential information and maintain strict confidentiality.
- Ability to proactively identify issues, adapt and recommend suitable solutions.
- Ability to work with vulnerable populations.
- Ability to work independently with minimal supervision and be a team player.
- Valid driver's license, reliable vehicle, and the ability to travel 20 hours per week throughout the province, including overnight stays.
- Criminal Record Check – Vulnerable Sector and Child Abuse Registry.

Resumes can be submitted to:

[humanresources@nswa.net](mailto:humanresources@nswa.net)

Salary: \$50,000 - \$55,000/ann based on skills and experience.

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