



## **EMPLOYMENT OPPORTUNITY –Wolastoqey Tribal Council Inc.** **Education Administration Assistant**

**Term:** One year with the ability to renew.

### **Overview:**

The Wolastoqey Tribal Council (WTCI) is a not-for-profit organization whose role is to provide capacity building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick.

WTCI hires on the basis of 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. Please self-identify.

We are looking for an Administration Assistant to join our growing team of Education staff at the Wolastoqey Tribal Council.

Reporting directly to WTCI's Education Lead, the Education Administration Assistant will be responsible for supporting the educational staff's initiatives as well supporting WTCI's mission and goals. The position will collaborate/communicate with community Directors (Education, C&F, Operations etc) for scheduling meetings, consultations etc. The position will also be responsible for the communication and promotion Wolastoq Education.

### **Responsibilities and Duties**

- Support all education initiatives
- Provide educational support to communities
- Monitoring and managing budgets
- Creating information pamphlets, newsletters and promotional materials
- Organizing and reporting.

- A productive member of a team.
- Be able to travel to all Wolastoq communities

## **Qualifications**

- The ideal candidate should have experience with Wolastoq language.
- Possess an Administration Certificate from an accredited institution (or relevant experience).
- Experience programs - creation, delivery to evaluation.
- Effective communication skills with computer abilities.
- Be flexible with schedules, ability to work with all communities
- Have experience working in an educational setting.
- Possess a proven track record of professional behaviour and maintaining confidentiality at all times.

Wolastoqey Tribal Council offers competitive salary and benefits to our employees. Remuneration is commensurate with qualifications and experience the pay range for this position is \$30,000.00 - \$45,000.00 Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

Due to the COVID-19 pandemic and limited office space, the successful candidate may need to work remotely for a period)

**Applications should be submitted in confidence via email, with the subject line "Education Administration Assistant" to: [human.resources@wolastoqey.ca](mailto:human.resources@wolastoqey.ca) or [indeed.com](https://www.indeed.com). The deadline for applications is August 1st, 2021.**

*Note: Personal suitability will also be considered during the hiring process.*