



WOLASTOQEY NATION IN NEW BRUNSWICK

Matawaskiye • Neqotkuk • Wotstak • Bilijk • Sitansisk • Welamukotok

EMPLOYMENT OPPORTUNITY – Minute Taker

Term: One year with the ability to renew.

Overview:

The Wolastoqey Nation in New Brunswick (WNNB) provides high-quality scientific analysis and technical support to New Brunswick's six Wolastoqey communities on resource development matters that impact Aboriginal and Treaty Rights. Our organization strives to protect these Rights and the natural resources for future generations. Since our inception in 2017, WNNB has built a passionate and highly motivated team of technical and legal experts and a workplace that values interdisciplinary collaboration. To learn more about our organization, please visit www.wolastoqey.ca.

WNNB is currently seeking to fill the position of **Minute Taker**. Working closely with WNNB staff, leadership, and partners, the successful candidate will be responsible for accurately recording, organizing, and distributing meeting minutes and related documentation.

The Opportunity:

The Minute Taker plays a critical role in supporting WNNB's governance, consultation, and operational activities by ensuring meetings are well-documented and records are maintained in a clear, timely, and confidential manner. This position requires strong attention to detail, excellent listening and writing skills, and the ability to work respectfully within a cross-cultural environment. The successful candidate will attend a variety of meetings, including internal staff meetings, leadership meetings, and consultations with Wolastoqey communities and external partners.

Responsibilities:

- Attend meetings (in person and/or virtually) and accurately record minutes, decisions, and action items.
- Prepare clear, concise, and professional meeting minutes in a timely manner following meetings.
- Maintain organized and secure records of meeting minutes and related documentation.
- Ensure confidentiality and discretion when handling sensitive information.
- Prepare summary briefing notes on meeting

- Track follow-up items and action points arising from meetings, as requested.
- Support meeting logistics as needed, including agenda preparation and document management.
- Work collaboratively with WNNB staff to ensure records align with organizational standards and requirements.

Assets / Qualifications:

- Post-secondary education or training in administration, office management, or a related field, or an equivalent combination of education and experience.
- Demonstrated experience taking accurate and detailed meeting minutes.
- Excellent written communication skills and strong attention to detail.
- Ability to manage multiple meetings and deadlines effectively.
- Proficiency with common office software (e.g., Microsoft Word, email, virtual meeting platforms).
- Strong organizational skills and ability to maintain confidential records.
- Cultural competency or willingness to undergo cultural competency training as required.

WNNB hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.

Remuneration is commensurate with qualifications and experience. Wolastoqey Nation in New Brunswick offers competitive salary and benefits to our employees. **Working location** is primarily remote, with periodic on-site attendance as needed.

Applications should be submitted in confidence via email, with the subject line “**Minute Taker**” to: **human.resources@wolastoqey.ca** or via **indeed.com**. The deadline for applications is **October 18th, 2026**.

Note: Personal suitability will also be considered during the hiring process. Those currently holding political office will not be eligible for consideration.