



Career Opportunity
Administrative Assistant
Indian Residential School Support Program
(1 year term)

Closing:
September 23, 2025
(Extended from August 28)

Anticipated Start Date:
Immediate

Salary Range:
\$36,400 - \$41,860 Annually
(Based on Qualifications and Experience)

General Description:

Under the direction of the Indian Residential Support Program Coordinator, the Assistant is responsible for providing program support for residential school survivors that support their journey of healing. Assist with coordinating educational programs or sessions as determined by the program coordinator.

Responsibilities:

- Share information with individuals on the history and impact of Indian residential schools.
- Assist with planning and organizing activities to support healing, such as Sweat Lodges, Pipe Ceremonies, Healing Ceremonies, Community meals, Talking and Sharing Circles, etc.
- Assist with organizing committees to support programs (e.g. subject matter experts, traditional healers, and knowledge holders).
- Participate in ceremonies with elders, Spiritual Leaders and knowledge keepers.
- Create a positive and warm environment where community members feel safe and comfortable to express themselves.
- Maintain detailed records of activities, attendance and expenditures for budget tracking.
- Develop and maintain a physical and virtual filing system.
- Complete reimbursement and travel forms for participants and service providers.
- Provide Band reception coverage as needed.
- Other position related duties as determined by the supervisor.

Qualifications and Experience/Skills:

- Minimum Grade 12 or equivalent
- An acceptable level of knowledge, skills and experience may qualify
- Experience with committees, cultural activities, coordination of events

- Experience researching, preparing budgets and tracking expenses
- Ability to complete data entry and preparation of correspondence
- Minimum beginner level knowledge and proficiency using Microsoft Office as well as general knowledge of computers.
- Deep understanding of the impact Indian residential schools has had on the community and desire to help others in their journey of healing.
- Ability to network and organize activities with others.
- Must be willing to work flexible hours to attend programs during the evenings/weekends.
- Must have a driver's license and a reliable vehicle.
- A criminal records check is required. Having a criminal record is not a determining factor.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.