



Job Posting: Administrative Clerk for PRIDE AFN
Department: Child and Family Services
Location: Scotchfort
Position: Permanent, Full Time 37.5 hours/week
Salary: \$59,000 to \$67,000
Deadline to apply: January 5, 2026, 3:00 pm

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

THE ROLE:

The Administrative Clerk is responsible for providing comprehensive administrative support to the PRIDE Team. This includes performing daily clerical duties, processing financial transactions, supporting staff with projects, data entry, and assisting with general office operations.

The ideal candidate is experienced in handling a wide range of administrative and financial tasks, works well independently with minimal supervision, demonstrates exceptional organization and flexibility and is able to uphold the mission and values of MCPEI in all aspects of their work.

QUALIFICATIONS:

Education, Years of Experience

- Completion of a recognized administration/office studies program and/or related degree.
- Minimum of 3 years of related administrative experience.

Skills/Competencies

- Proficient in Office 365 (including spreadsheets, email, and presentation software)
- Strong organizational, time-management, and interpersonal communication skills.
- Ability to act as the main point of contact for internal and external clients.
- Ability to arrange appointments with individuals, partners, and groups.
- Able to run errands and purchase supplies for the program as needed.

- Responds professionally to written, telephone, and email inquiries.
- Maintains and organizes electronic and hard-copy program files.
- Supports light financial administration, including tracking program expenses, collecting and organizing receipts, maintaining supporting documentation, and assisting with invoice preparation and payment processes.
- Manages PRIDE Team office inventory and orders supplies/equipment.
- Organizes travel, conferences, capacity-building training, and staff team-building activities.
- Demonstrated ability to record and document meetings.
- Highly detail-oriented with the ability to manage multiple priorities and meet deadlines.
- Demonstrates a commitment to confidentiality in all aspects of work.
- Provides support to the Senior Program Coordinator, Executive Assistant, and all program staff as required (e.g., events, conferences, meetings).
- Comfortable and skilled in working in cross-cultural environments.
- Performs other duties as required.

OTHER:

- Provide a Criminal Record Check.
- Provide Covid-19 Immunization Record or Vax Pass.
- Valid driver's license and access to reliable vehicle.
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "Administrative Clerk for PRIDE AFN" in the subject line

or deliver resume to:

ATTN: Human Resource Manager

Mi'kmaq Confederacy of PEI,

8 Stan MacPherson Way Charlottetown PEI C1A 0J7

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We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.