



## MI'GMAQ CHILD AND FAMILY SERVICES OF NEW BRUNSWICK INC.

### Administration Officer in Bouctouche First Nation.

#### THE MI'GMAQ CHILD AND FAMILY SERVICES OF NEW BRUNSWICK INC. (MCFSNB)

The Mi'gmaq Child and Family Services of New Brunswick Inc. (MCFSNB) is seeking an individual to join their team as Administration Officer.

The purpose of this position is to provide general administration services and to assist the team.

#### KEY RESPONSIBILITIES:

- The Administration Officer is expected to be highly skilled in working with Office Administration Systems such as Microsoft Office Suite in order to assist with preparation of reports, proposals, communiques, letters, brochures and presentations.
- Supports the Management team's efforts to ensure internal staff are kept informed on events and activities, changes in policy, concerns and other relevant matters by preparing and circulating relevant information.
- The Administration Officer may be assigned responsibility for the organization's Corporate Records Management System, establishing and maintaining confidential records management systems, including retention schedules, and developing policies relative to access to information contained therein.
- Perform a broad range of typing, filing, data collection and management, office supply inventory, responding to inquiries and other general office administration duties as required to support the team.
- Provides coordination services in support of program and service delivery.
- Performs other duties to support the team.

#### ESSENTIAL QUALIFICATIONS:

- Graduation from a recognized post- secondary training institution in an Office Administration Program with experience working in office administration
- Considerable knowledge of First Nation socio-economic realities and the provision of culturally safe care.
- Computer skills in Microsoft Office
- Excellent written and oral communication skills
- Client Service orientation
- Ability to multi-task and prioritize

\*\* An equivalent combination of training education and experience may be considered for this position.

\*\* Preference will be given to qualified candidates of Indigenous ancestry

#### SALARY RANGE:

**\$931.25 to \$1,062.02 weekly as well as competitive pension and benefit programs.**

Those candidates interested in applying for this position are invited to submit a resume demonstrating their relevant qualifications to [MCFSHR@nb.aibn.com](mailto:MCFSHR@nb.aibn.com) no later than October 21, 2025.