



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

Administration Officer- Indian Island

The Mi'gmaq Child and Family Services of New Brunswick Inc. (MCFSNB) is seeking a highly organized and dependable individual to join their team as an Administration Officer in Indian Island.

The Administration Officer plays an important role in supporting the day-to-day operations of the community office. The successful candidate will assist with scheduling, communications, records and data management, meeting and event coordination, and other administrative functions that support effective program and service delivery.

KEY RESPONSIBILITIES:

- Provide administrative and coordination support for community programs and services.
- Prepare correspondence, reports, forms, presentations, communiqués, and other documents.
- Coordinate meetings, appointments, travel arrangements, workshops, training sessions, and community events.
- Assist with internal and external communications, including distributing announcements, newsletters, and other information.
- Maintain electronic and hard-copy records, files, forms, and administrative documentation.
- Assist with data collection, information management, and program reporting requirements.
- Respond to inquiries and provide professional administrative support to staff, community members, service providers, and partners.
- Monitor office supplies and assist with general office operations.
- Handle confidential and sensitive information with professionalism and discretion.
- Perform other related duties as required to support the team.

ESSENTIAL QUALIFICATIONS:

- Graduation from a recognized post-secondary Office Administration Program with experience working in office administration, preferably within a First Nation Organization.
- Strong skills in relevant electronic business systems such as Microsoft Office Suite.
- Strong organizational, communication, and interpersonal skills.
- The ability to manage multiple responsibilities and changing priorities effectively.
- The ability to work independently as well as collaboratively within a team.
- A demonstrated commitment to confidentiality, professionalism, and quality service.
- An understanding of First Nation culture, history and socioeconomic conditions as well as some knowledge of Child and Family Services Organizations' programs and services would be considerable assets for this position.
- An equivalent combination of education, training, and experience may be considered.

ADDITIONAL REQUIREMENTS:

- Fluency in English is required.
- The ability to speak Mi'gmaq is considered an asset.
- A current Criminal Record Check, including requirements for working with the vulnerable sector.
- Prior Contact Check with the Department of Social Development.
- Flexibility in working hours to respond to organizational and programming needs.



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

SALARY RANGE:

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

HOW TO APPLY:

Interested applicants are invited to submit their resume to HR@mcfsnb.ca

APPLICATION DEADLINE: September 8, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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