



EMPLOYMENT OPPORTUNITY

Position Title: Administrative and Program Support
Report To: IELCC Manager
Location: Natoaganeg (Eel Ground) NB
Anticipated Start Date: As soon as possible
Application Deadline: October 24, 2025

NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Position Overview:

The Administrative and Program Support position provides administrative, coordination, and program assistance to the NSMTC Health Services, specifically Early Learning and Child Care. This role supports the effective operation of departmental activities, community programming, and reporting processes. It supports a new initiative that has been funded by EECD in partnership with the Wolastoqey Tribal Council Inc and MAWIW. The incumbent will help ensure that projects and programs are implemented smoothly and align with community and organizational objectives.

Key Responsibilities:

Administrative and Coordination Support

- Provide day-to-day administrative support to IELCC, Executive Working Group and related departments.
- Coordinate meetings, prepare agendas and minutes, and track project activities and deadlines.
- Maintain organized digital and paper filing systems.
- Support internal and external communications, including newsletters, reports, and funding updates.
- Assist with organizing community events, workshops, and engagement sessions.

Program and Curriculum Support



- Support the coordination and documentation of related education, training, and development programs.
- Help gather and organize culturally relevant learning materials that reflect local teachings, language, and knowledge.
- Work with community educators and facilitators to prepare and share resources for workshops or courses as required.
- Assist with program planning, evaluation, and reporting to Chief and Council and funding partners.

Research and Data Support

- Assist with community-led and partnered research projects.
- Help collect and organize data, conduct literature or policy searches, and prepare summaries as requested.
- Maintain research files, track ethics documents, and support reporting requirements.
- Ensure research follows community protocols and respects First Nations' data sovereignty and governance.
- Support the communication of research results in accessible formats for the community
- Other duties as required to meet organizational objectives.

Qualifications and Skills:

- Post-secondary education in administration, health sciences, social sciences, or a related field preferred.
- Minimum of 2 years of administrative or program support experience.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency with Microsoft Office and digital communication tools.
- Excellent written and verbal communication skills.
- Demonstrated ability to work both independently and as part of a team.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.



- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information :

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by October 24, 2025 at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.