



**Employment Opportunity**  
**North Shore Mi'kmaq Tribal Council Inc.**

**Position Title:** Education Assistant

**Location:** Natoaganeg

**Position Type:** 6-month term

**Start Date:** June 3, 2024

**Participating First Nations:**

The North Shore Mi'kmaq Tribal Council (NSMTC) is comprised of and provides services to seven member Mi'kmaq First Nation communities: Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjig (Buctouche), and Amlamgog (Fort Folly).

**Scope of Position:**

As part of the Post-secondary Education (PSE) Program and reporting to the Manager (and/or Consultant) of PSE, the Education Assistant will offer educational and administrative support to the Post-secondary Education Program and member communities. This role also requires the individual to work closely with current and future students and their families to motivate, support and manage responsibilities as it relates to their educational journey, with the goal to increase First Nations representation in PSE institutions.

**Key Responsibilities:**

Please note that the following duties are not exhaustive and are subject to change based on the needs of the organization and/or supervisor:

**Administrative support:**

- Providing daily administrative and recording duties for the PSE Program, manager, and students to ensure an efficient office environment
- Managing student client files by obtaining all required reporting documents
- Maintaining confidential student files
- Resourcing the PSE office with university/college applications and calendars; distributing information to students on an on-going basis

**Student Support:**

- Counselling students on personal, financial, and educational matters to ensure they make informed decisions related to their education journey
- Demonstrating sound judgement while working with students, families, and PSE institutions

**Engagement:**

- Marketing and promoting available funding and financial support programs including bursaries and scholarships to potential students in member communities
- Attending meetings as required as a representative of NSMTC Post-secondary Education Program
- Networking and establishing effective relationships with communities, schools, federal funding agencies and PSE institutions

**Qualifications:**

**Education & Experience**

- Post-secondary education in a relevant field (education, counselling, or human services) with a minimum of 3 years of related work experience; other combinations of education and/or experience may be considered.

**Technical Skills**

- Understanding of the Mi'kmaq culture and communities within the North Shore Mi'kmaq Tribal Council
- Proficiency with MS Office Suite
- A valid driver's license and access to reliable transportation is required, as occasional travel within and outside New Brunswick may be necessary.

**Professional Skills**

- Demonstrated ability to work effectively within a team and independently while creating valuable relationships internally, in community and with external partners.
- Excellent collaboration, communication, and interpersonal skills
- Ability to maintain confidentiality and professionalism.
- Demonstrated analytical, organization and decision-making skills

**Assets**

- Experience working in or with First Nations communities.
- Experience in a PSE environment and knowledgeable in PSE admissions, registration requirements, and regulations

**What We Offer:**

- A work culture that supports employee well-being, diversity, engagement, and a sense of belonging
- Competitive salary 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:**

Salary will be based on education, experience, and qualifications of the successful candidate.

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 will 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](mailto:careers@nsmtc.ca) by no later than **May 17, 2024, at 4:00 pm**.

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