



# EMPLOYMENT OPPORTUNITIES

## Atlantic Region Aboriginal Lands Association

### **Position:** Administrative Assistant

The Atlantic Region Aboriginal Lands Association (ARALA) is a non-political organization and operates as a technical land management advisory board which aims to provide; technical land management, professional development, and training to support land managers in the Atlantic region.

Our purpose is to raise capacity of First Nations land management professionals; develop and maintain communications among First Nations land managers; encourage membership in ARALA; and promote and encourage the successful work of First Nations land managers.

As a growing organization, we need to fill the Administrative Assistant position at our office located in Elsipogtog First Nation.

### **Key Duties**

- Provide administrative support to the Executive Director and the Board of Directors, and secondary support to additional ARALA Staff as required
- Assist in the coordination of training and project activities when requested
- Take meeting minutes, assist in preparing reports and presentations, and ensure all corporate information is up to date
- Ensure program invoices, bills receipts, deposits, and travel claims are accurately and efficiently processed according to ARALA policies and procedures
- Review monthly bank reconciliations provided by the Executive Director

### **Knowledge and Competencies**

- Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome), various on-line communication methods, and Adobe Pro
- Ability to prepare meeting minutes, and internal support materials when required
- Communication skills (written and oral)
- Strong multi-tasking, organizational, and time management skills
- Candidate must be flexible, proactive, solution-focused, and adaptable to rapid changes in the daily work environment, and be resourceful in solving problems for a positive outcome
- Must maintain confidentiality and ensure legislated privacy requirements are met

## **Qualifications and Experience**

- Completion of a relevant certificate or diploma program
- Two or more years of experience as an administrative assistant
- Excellent interpersonal skills
- Excellent references
- Experience in non-profit or Indigenous organizations is an asset;
- Fluency in English (written, comprehension and oral) is required
- Must have access to a reliable vehicle, the ability to travel, and valid driver's license

## **We offer**

- Salary range \$40,000 to \$45,000 depending on qualifications and experience
- Excellent benefits including health, dental and pension plan upon successful completion of the probationary period
- Opportunities for training and professional development
- Opportunities for travel within Atlantic Canada

In accordance with Section 16(1) of the Canadian Human Rights Act, preference may be given to Indigenous candidates.

## **Job descriptions**

Complete job description is available upon request

## **How to Apply**

Email the following to Norah Ward-Osmond, Executive Director, Atlantic Region Aboriginal Lands Association at [ed@arala.ca](mailto:ed@arala.ca):

1. Covering letter indicating the position applied for
2. Résumé
3. Two current signed and dated letters of reference

**Send To:** Norah Ward-Osmond  
Atlantic Region Aboriginal Lands Association  
29 Big Cove Road  
Elsipogtog, NB, E4W 2S1

**Closing Date:** Thursday, April 30<sup>th</sup>, 2026, at 4:30 ADT (late applications will not be accepted)

**Thank you to all applicants; however, only those selected for an interview will be contacted.**