



Atlantic Region Aboriginal Lands Association

29 Big Cove Road
Elsipogtog, NB, E4W 2S1
Email: ed@arala.ca

Executive Assistant Job Posting

Executive Assistant – ARALA

Job Title: Executive Assistant

Company: Atlantic Region Aboriginal Lands Association (ARALA)

Location: Elsipogtog, NB Office (potential for hybrid)

Job Type: Full-time, Contract (until March 31, 2026)

Salary: \$56,000 - \$60,000 annually (non-negotiable); includes health and dental benefits following successful completion of probationary period; 35-hour work week; Office hours 9:00 a.m. to 4:30 p.m. MST, Monday to Friday

Probation Period: 3 months

Security Requirement: Criminal Record Check required

About ARALA

The Atlantic Region Aboriginal Lands Association (ARALA) is a non-political, Indigenous-led, membership-driven, and not-for-profit organization. Established in 2000 and incorporated in 2019, ARALA represents and supports First Nations Land Managers across New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland.

As the officially recognized Atlantic Regional Lands Association under the National Aboriginal Lands Managers Association (NALMA), ARALA strengthens the capacity of land managers, supports sustainable land stewardship, and advances Nation-to-Nation relationships in land governance.

Our work is guided by the values of self-determination, land preservation, professionalism, and mutual support, combining cultural and technical knowledge to strengthen First Nations' land management systems for future generations.

About the Role

ARALA is seeking a highly organized, dependable, and detail-oriented Executive Assistant to support the Executive Director and the organization's day-to-day operations.

This position plays a vital role in ensuring smooth internal coordination and strong relationships with ARALA's members, Board, and partners. The Executive Assistant will manage calendars, coordinate meetings and travel, prepare correspondence,



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support reporting and recordkeeping, and assist in organizing training sessions and events.

This is an excellent opportunity for an experienced professional who thrives in a collaborative, fast-paced, and culturally grounded environment.

Key Responsibilities

- Manage the Executive Director's calendar, travel, and meeting logistics.
- Draft, proofread, and distribute official correspondence, reports, and presentations.
- Coordinate logistics for Board meetings, training events, and community gatherings.
- Maintain organized filing systems and databases (digital and physical).
- Prepare agendas, take minutes, and track motions and follow-up actions for Board and membership meetings.
- Support communications with ARALA members, NALMA, Indigenous Services Canada, and other partners.
- Assist with expense tracking, reimbursements, and quarterly funding documentation.
- Ensure confidentiality, professionalism, and cultural respect in all interactions.

Qualifications

- Post-secondary education in office administration, business, communications, or a related field; or a combination of education and relevant experience.
- Minimum 2 years of experience in administrative or executive support, preferably within a non-profit or Indigenous organization.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Teams, SharePoint).
- Strong written and verbal communication skills; ability to take clear, accurate minutes.
- Highly organized, with excellent attention to detail and time management.
- Experience coordinating meetings, events, or travel logistics.
- Familiarity with Indigenous organizations, communities, or government partners is considered an asset.
- Valid Class 5 driver's license and access to reliable transportation.



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Key Traits

- Respectful, dependable, and adaptable.
- Demonstrates confidentiality, discretion, and cultural awareness.
- Collaborative and team-oriented, with a strong service mindset.
- Committed to ARALA's mission, values, and member Nations.

Working Conditions

- Based in Elsipogtog, NB (hybrid options available).
- Occasional travel within Atlantic Canada may be required.
- Some evening or weekend work may be necessary for events or meetings.

How to Apply

Please email your cover letter and résumé to ed@arala.ca with the subject line:
"Executive Assistant Application – [Your Name]"

Applications will be reviewed as received and accepted until the position is filled.
Indigenous applicants and those with experience working with Indigenous communities are strongly encouraged to apply.