



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:

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 30th, 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.