



Union of Nova Scotia Mi'kmaq

Part-time temporary Project Assistant

Department: Health

Position: Project Assistant, Mi'kmaw School Food Engagement

Supervisor: Project Lead

Location: 87 Millbrook Avenue

Employment Term: January 5 2025- March 31 2025

Hours of work: 1 day per week (8 hours)

Position Overview

Under the direction of the Project Lead, the Mi'kmaw School Food Engagement Project Assistant will support administrative, coordination, and logistics activities related to a province-wide engagement project focused on school food programming in Mi'kmaw communities. This initiative is a collaboration between the Union of Nova Scotia Mi'kmaq (UNSM), Mi'kmaw Kina'matnewey (MK), and Nova Scotia Health (NSH), with funding from the Mi'kmaq–Nova Scotia–Canada Tripartite Forum.

Work Location

The Project Assistant will be based out of the UNSM satellite office in Cole Harbour, NS. Periodic travel within Nova Scotia will be required. A valid driver's licence and access to reliable transportation are mandatory. The position will be expected to work either one full day or 2 half days per week at the office in UNSM.

Key Responsibilities

- Attend stakeholder meetings, as directed by the supervisor. Meetings may include MK's Education Working Group, principals' meetings, Tripartite Committee on Health, and other relevant groups.
- Schedule and organize meetings, prepare meeting agendas, take minutes, and distribute documentation.
- Support administrative tasks including preparing invoices, posters, and tracking honoraria for participants, Elders, or other contributors.
- Assist with booking venues, catering, and event logistics such as registration lists, name tags, and printing.
- Support digital and physical filing, data organization, and document management.
- Complete general administrative tasks including monitoring project emails and responding as needed.
- Assist with travel arrangements and expense reporting.
- Support project tracking, milestones, and timelines.

Qualifications & Experience

- Strong written communication skills, including timely and professional email correspondence.

- Experience in event coordination or meeting planning.
- Knowledge and understanding of Mi'kmaw culture and Mi'kmaw communities.
- Ability to professionally represent UNSM at meetings and community gatherings.
- Demonstrated initiative, strong motivation, and ability to work independently with minimal supervision.
- Ability to engage communities from a strengths-based, trauma-informed, and culturally safe perspective, while maintaining professional boundaries and confidentiality.
- Strong problem-solving, critical thinking, and organizational skills.
- Comfortable working in an office setting with regular computer use; experience using Microsoft Office suite is required.
- If all qualifications are equal, preference will be given to applicants of Indigenous ancestry.

Preferred Education & Training

- Post-secondary education (or current student) in dietetics, human nutrition, food systems, public health, or a related field.
- Knowledge and understanding of Mi'kmaw worldview and community protocols.

To Apply: <https://unsm.bamboohr.com/careers/71>