



Employment Opportunity

Administrative Assistant

(Full-time; 1 year with possibility of extension)

The Bras d'Or Lake Biosphere Region Association (BLBRA) is located in Unama'ki – the Mi'kmaw name for Cape Breton Island – which is one of the seven traditional districts of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw people. The BLBRA is a Volunteer based charitable organization that works with partner organizations to facilitate programs that promote community capacity building through research, monitoring and education.

Key Responsibilities:

- Support Board and Committee meetings through minute taking, event organization, record organization and assistance with report writing
- Basic bookkeeping
- Some communications experience, social media and website postings

Required Qualifications and Skills:

The successful candidate must have diploma or degree qualification in business administration, as well as work experience.

Competence in Microsoft Suite including Word, Excel, Calendar apps and Database Applications is a requirement. Competence with Google Works would be an asset. Organizing meetings, including drafting Agendas, booking venues, keeping minutes and basic accounting are required for this position.

Competence in MailChimp, Mailer Lite and Canva would be an asset.

Hours: Normal Hours will be 9:00 AM to 4:30 five days per week. Overtime will not be paid, but time off in lieu of overtime will allowed upon approval. Flex hours may be negotiated.

Salary: \$37,000 - \$42,000 per annum depending on qualifications and experience.

Office Location: Crane Cove Building 4115 Shore Road, Eskasoni, Nova Scotia. Hybrid option a possibility.

Apply on line at: _manager@blbra.ca _____

Application Deadline: Monday, APRIL 24, 2023 @ 4 PM