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**Employment Opportunity**

**Natoaganeg First Nation**

**Position Title:** Daily Operations Coordinator

**Program:** Nignen Women’s Shelter

**Term:** Permanent full time

**Salary:** Commensurate with education and experience

**Hours of Work:** Monday to Friday, 37.5 hours weekly

**Position Summary**

Natoaganeg First Nation is seeking a candidate to join its team as daily operations coordinator for the Nignen Women’s Shelter. Nignen provides emergency shelter, services and supports to women, their children and the 2SLGBTQQIA+ community who are fleeing from intimate partner violence in Indigenous communities in New Brunswick. Reporting to the director, the daily operations coordinator will provide administrative support as well as aid the director to ensure the shelter is operating efficiently on a day-to-day basis. Initially this role will focus on supporting the director with pre-opening activities and planning, transitioning to an operational focus once the doors have opened.

**Responsibilities**

* Act as first point of contact for the shelter, greeting and completing security screening for clients and visitors
* Provide administrative support in accordance with established policies and procedures
* Perform general office duties such as responding to inquiries; visitors; filing; photocopying; faxing; and incoming/outgoing mail
* Draft and prepare presentations (including PowerPoint), brochures, flyers, and newsletters
* Maintain social media and website content
* Manage inventory of office supplies, food, shelter forms, logbooks, other materials
* Maintain departmental records and databases as appropriate; establish and maintain files and records for the office
* Coordinate meetings and events, including meeting space, catering, agendas, technology and minute-taking if required
* Aid the director with staff schedules, attendance tracking, and leave requests
* Filling of vacant shifts/last minute absences following organizational procedure
* Draft internal and external communications as requested
* Maintain contact lists and email distribution lists
* Ensure the safety and confidentiality of the clients to limit risk and exposure.
* Track invoices and receipts in collaboration with the director and finance department
* Ensure assets and resources are being managed in a fiscally responsible manner
* Be the point of contact in the director’s absence and address any staffing or client issues as required
* Aid with clients as necessary
* Perform additional duties as requested by the director

**Qualifications and Experience**

* Diploma in office administration
* Experience working in a setting serving vulnerable clients would be an asset
* Three years administrative experience
* An equivalent combination of relevant, education, training, and experience may be considered
* Experience working within First Nation communities and knowledge of culture and traditions
* Demonstrated understanding of the barriers, challenges, and the dynamics of violence against women, children and the 2SLGBTQQIA+ community
* High level of proficiency with technology including Microsoft Office applications
* Effective written and spoken communication skills
* Superior organizational and time management skills; the ability to multi-task and meet deadlines while ensuring accuracy and attention to detail
* Demonstrated ability to collaborate with the community, staff, and partner agencies
* Commitment to staff and client privacy

**Special Requirements**

* Successful Criminal Record/Vulnerable Sector Checks.
* Proven ability to work within a team environment with respect to professionalism, cooperation, sensitivity and cultural awareness.
* CPR Certification.
* Ability to speak the Mi’kmaq language is an asset.
* Non-violent Crisis Intervention training is an asset.

*Those interested in applying are asked to submit a resume demonstrating possession of the required qualifications and competencies for the position. Please clearly reference competition 2025-WS-06 and forward to Careers@NatoaganegFirstNation.ca on or before August 29th, 2025.*

*While we thank all who have applied, only those selected for an interview will be contacted.*