



Wolastoqey Economic Development Corporation
Nation Building Wealth

Position: Office Administrator/Reception
Wolastoqey Economic Development Corporation

Term:

Overview:

The **Wolastoqey Economic Development Corporation** (WEDCo) is Nation-led dedicated to fostering long-term prosperity for Wolastoqey communities through economic development, while rooted in our values and culture and supporting indigenous Treaty and Title Rights. WEDCo seeks to create opportunities that strengthen our communities, support self-determination, WEDCo is the first-of-kind initiative to establish a Nation based economic platform for the Wolastoqey Nation. The importance and responsibility associated with the development of such an entity cannot be understated.

For more information visit www.wedc.net.

Responsibilities include:

- Become and remain aware of community issues and resources as well as WEDCo files.

Office Administration:

- Provide general administrative support;
- Order and maintain a sufficient inventory of office supplies, equipment, and materials;
- Manage bookings for all board rooms and prepare rooms for meetings,
- Plan and coordinate office services such as, equipment, supplies, forms, disposal of assets, maintenance and security services;

- Support the coordination of office space;
- Source nutritional snacks for the office
- Conduct research, as required;
- Other duties that may be assigned

Desirable Attributes, Skills and Experience

- Strong verbal and written communication skills
- Experience interacting with Community members, including elders and leadership
- Demonstrated ability to work independently
- Knowledge and understanding of Wolastoqey culture and communities.
- Excellent verbal and written communication skills;
- Excellent computer literacy skills including use of social media;
- Strong organizational abilities;
- Effective interpersonal skills, ability to problem solve, use good judgement and work independently, as well as in a team;
- Awareness/sensitivity to all types of issues related to membership diversity;
- Flexibility and ability to adapt creatively in a variety of situations;
- College diploma /certificate in a related field and/or equivalent relevant experience is considered an asset

Remuneration is commensurate with qualifications and experience. Wolastoqey Economic Development Corporation offers competitive salaries and benefits to employees. The working location is in New Brunswick, preferably within the Wolastoqey Nation (some hybrid work may be required initially). **Applications (Resume and cover letter) should be submitted in confidence via email, with the subject line “WEDCo Office Admin” to careers@wedc.net or via [indeed.com](https://www.indeed.com). The deadline for applications is February 15th, 2026; Resumes will be reviewed as they arrive. This position remains open until filled.**

Note: Personal suitability will also be considered during the hiring process.