

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Community Services & Infrastructure

Community Liaison Officer

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaw Community in Nova Scotia and has over 80 Employees. The CMM's Department of Community Services & Infrastructure (DCSI) is currently looking for an energetic, mature and independent candidate to fill the role of a DCSI *Community Liaison Officer*.

The Department is focused on the development of a long-term strategic plan to ensure the infrastructure needs of its member communities are met and communities have sufficient supports in place to address their service needs. This may include assisting with community infrastructure planning; and, management and delivery of funding for new or improved infrastructure.

Reporting to the Director of Community Services & Infrastructure, the DCSI Community Liaison Officer will be responsible for working with, and engaging all Department staff, CMM Member Communities and CMM advisory committees in an effort to better understand the infrastructure and service needs of CMM's Member Communities in the long term. This will include identifying capacity gaps and ensuring training in place to address those gaps; assisting the DCSI team develop tools that will assist community to effectively maintain current assets; and, assisting with the development of a Mi'kmaq hub of information and technology. Additionally, the DCSI Community Liaison Officer will present information to communities, leadership and stakeholders that is relative to the Department's objectives and outcomes and include specific project deliverables and communication materials produced on an ongoing basis.

Position Requirements:

- Must have a post-Secondary diploma or certification in a public relations', communications or a related field.
- Must have a minimum of two (2) years' experience in the communications or public relations field.
- Knowledge of current First Nation community challenges and opportunities relating to community services and infrastructure.
- Experience working in or with First Nation communities.
- Excellent reading, writing and presentation skills
- Demonstrated communication skills both written and oral.
- Highly organized with the ability to multitask, prioritize and meet tight deadlines.
- Computer literacy and proficiency in the use of Microsoft word, Microsoft Excel, Power Point, Word perfect, Adobe Acrobat, E-Mail, Internet and Social Media software.
- Must be able to travel overnight and work overtime when required.
- Must have a valid drivers' license, vehicle and the ability to travel.

Salary/Employment Term:

Salary range: \$35,000 - \$40,000/year. This is a one-year contract with the opportunity for renewal.

Application Deadline: September 17, 2019 by 4:00 PM

Submit Resume to:

Michelle Hepworth, Office Manager
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: michelle@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check.*