

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Community Services & Infrastructure

#### *Emergency Management Planning 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'kmaq Community in Nova Scotia and has over 80 Employees. The CMM's Department of Community Services & Infrastructure (DCSI) is currently looking for an energetic, motivative and independent candidate to fill the role of Emergency Management Planning 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 and services planning; as well as management and delivery of funding for new or improved infrastructure.

Reporting to the Senior Director of Community Services & Infrastructure and Infrastructure Services Program Manager, the Emergency Management Planning Officer is tasked with the role of planning and coordinating emergency preparedness engagement and awareness activities and the planning process in eight (8) of CMM's member communities.

#### **Responsibilities:**

- Conducting activities targeted towards the identified needs, gaps, opportunities and barriers within communities' emergency preparedness.
- Conducting background research on current emergency management trends and practices within First Nations communities
- Conducting research on emergency management systems specifically designed in response to climate change events and understanding the health impacts.
- Working with community employees and attending meetings.
- Preparing final project reports and presentations.

#### **Position Requirements:**

- Post-secondary education (bachelor's degree or diploma) in Science or Management or related field OR an equivalent combination of education and experience in both areas of study.
- A minimum of one-year direct experience working in the field of emergency management, community planning, resource management, public health, environmental science, or a related field.
- Ability to work effectively with other departments, levels of government, industry and the general public.
- Demonstrated ability to work as leader on multi-discipline teams, or independently, and meet deadlines.
- Excellent presentation, facilitation and training skills.
- Excellent communication skills, written and oral.
- Proficiency in MS Office (Word, Excel, PowerPoint and Access).
- Must have a drivers' license, reliable vehicle and the ability to travel.

#### **Position Assets:**

- Knowledge of current First Nation community challenges and opportunities relating to emergency management.
- Knowledge of research methodologies and standards pertinent to emergency management.
- Ability to multi-task in a fast-paced work environment and adapt to changes quickly.
- Experience working in or with First Nations communities.

#### **Salary/Employment Term:**

Anticipated Salary: \$22/hr. This is a six-month contract position with the opportunity for renewal.

**Application Deadline: December 1, 2019 by 4:00 PM**

Submit Resume to:

**Human Resources**  
**c/o The Confederacy of Mainland Mi'kmaq**  
**PO Box 1590, Truro, Nova Scotia B2N 5V3**  
**Email: [HR@cmmns.com](mailto:HR@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. **Only those applicants who qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check.*