

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Programs & Corporate Services *Deputy Electoral Officer*

About CMM

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 Infrastructure & Community Services is currently looking for an energetic, mature and independent candidate to fill the role of **Deputy Electoral Officer**. This position will work from the CMM office in Millbrook First Nation.

Position Overview

Reporting to the Senior Director, Community Programs & Corporate Services, the Deputy Electoral Officer supports The Confederacy of Mainland Mi'kmaq (the CMM) in the delivery of electoral services to the eight member communities.

Responsibilities:

- Fulfill all duties of the Deputy Electoral Officer as outlined in the Electoral Officer's Handbook.
- Work with the Electoral Officer and ensure proper timeline and checklist are followed.
- Assure compliance with the election's regulations and assure the integrity of the voting system through robust security, auditing and accountability systems.
- Use elections regulations, policies and to oversee the polling stations.
- Oversee mail-in, ballot box, poll, count, recount and appeal processes.
- Develop and implement a professional a detailed work plan as well as a development and training plan for each fiscal year.
- Submit monthly performance and financial reports to the Electoral Officer and the Senior Director of Community Programs & Corporate Services.
- Fulfill the duties of the Electoral Officer in accordance with the Electoral Officer's Handbook if the Electoral Officer is unable to fulfill their duties.

Position Requirements:

- Minimum of a post-secondary degree or diploma and/or experience working in elections, referenda and plebiscites.
- Familiarity with the Indian Act and the Indian Band Election Regulations, the implications of the Corbiere, Goodswimmer, Gull Bay and McIvor judicial decisions, and the Electoral Officer's Handbook.
- Strong commitments to integrity, confidentiality, accountability and regulatory systems while maintaining unbiased, impartial and professional conduct.
- Ability to work unsupervised with a high level of productivity while demonstrating excellent initiative, motivation, conscientiousness and dedication in a fast-paced environment.
- Strong interpersonal, team and professional skills.
- Solid written and oral communication and advocacy skills.
- Proficiency in Microsoft Office Suite.
- Experience working for a First Nations (FN) community or organization (an asset).
- Knowledge of the Mi'kmaw language an asset.
- Must have a valid driver's license, reliable vehicle and ability to travel frequently (day and overnight trips).
- Must be willing to take all required training and training preparatory courses.

Salary/Employment Term:

Salary: \$50,000 per year. This is a **one-year** contract position with the opportunity of renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: February 18, 2020 by Noon (12:00pm)

Submit Cover Letter and Resume to: **Human Resources**
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: 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 provide up-to-date CV along with Cover Letter and qualify for interview will be contacted.***
The successful candidate will be required to submit a current criminal record check.