

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Environment & Natural Resources

Energy Project Coordinator

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the 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 100 employees. The CMM's Climate Action Program is currently looking for a knowledgeable, motivated and independent candidate to fill the role of **Energy Project Coordinator**. The Climate Action Program supports the climate change adaptation needs of Mi'kmaq communities across Nova Scotia, and currently delivers projects on climate change adaptation, emergency preparedness, pollinator recovery, and climate monitoring.

Reporting to the Senior Director for the Department of Environment and Natural Resources, the Energy Project Coordinator will be responsible for implementing the Low Carbon Mi'kmaw Communities project. This new initiative will support Mi'kmaw communities in their transition to a low-carbon future through building capacity for communities to pursue clean energy initiatives. Work will primarily involve conducting outreach activities on energy efficiency and renewable energy in order to build awareness and energy literacy, providing support for communities in pursuing energy initiatives, and coordinating training opportunities for community members interested in the renewable energy sector. The Energy Project Coordinator will also be responsible for performing other tasks as needed to develop capacity and energy literacy as well as attending meetings, preparing final project reports and presentations, and drafting new project proposals.

Position Requirements:

- Minimum of one year of direct experience working in the field of renewable energy, environmental science, or a related field.
- Post-secondary education in a relevant discipline (e.g. Environmental Science, Sustainable Energy, Climate Change) OR an equivalent combination of education and experience.
- Experience working in or with First Nation communities would be considered an asset.
- A strong understanding of opportunities and developments in the clean energy field.
- An understanding of climate change and its impact on the environment and Indigenous communities.
- Experience delivering environmental or educational programming to a variety of age groups.
- Excellent communication, facilitation and training skills.
- Experience writing funding proposals would be considered an asset.
- Demonstrated ability to work effectively both independently and on multidisciplinary teams.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency with common office software including Microsoft Word, Excel, PowerPoint, and Outlook.
- High values in teamwork, client service and professionalism.
- Drivers' license, reliable vehicle and ability to travel.

Salary/Employment Term:

Full-time position (35 hours per week) based out of Millbrook, Nova Scotia.

Anticipated annual salary: \$40,000. This is a one-year contract position with the opportunity for renewal.

Application Deadline: February 27, 2020 by 4:00 PM

Submit Cover Letter and Resume and 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 may be required to submit a current criminal record check.*