

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Community Services & Infrastructure

Senior Director of Community Services & Infrastructure

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 a Senior Director of Community Services & Infrastructure for the organization.

Position Overview

Reporting to the Executive Director, the Senior Director of Community Services & Infrastructure will be responsible for assuming many programs under former directorates; and, further developing the Directorate by conducting a needs analysis of CMM's Member Communities capacity to participate in the Transformation of infrastructure services and to access new and untapped resources; and, developing a strategic vision for implementation. This may include establishing relations with all levels of Government; participating on high level advisory committees; understanding and interpreting federal mandates as they relate to Infrastructure programs at the organization and community level; and, empowering communities through capacity development initiatives.

Responsibilities:

- Develop programs that address the capacity limitations and training needs of CMM Member Communities in order to implement new infrastructure initiatives that have a direct impact at the community level.
- Provide oversight and guidance on existing and new infrastructure programs within CMM.
- Plan for, develop and generate a strategic plan for the Department – this will include identifying and acquiring existing resources and coordinating the efforts in its development.
- Prepare and recommend budgets; plan and maintain systems and procedures for operating efficiency; and, supervise and manage Departmental staff.

Position Requirements:

- Must have a post-secondary degree in Infrastructure, Engineering, Business or a related field.
- Must have a minimum of five (5) years relevant working experience.
- Must have a minimum of three (3) years of management and/or administration.
- Ability to apply creativity and innovative thinking to community focused solutions
- Highly skilled in areas of planning, analysis and presentation
- Proven leadership capacity and management skills.
- Knowledge of First Nation history, culture and current events considered an asset.
- Knowledge of federal and provincial legislation, programs and services relative to Tribal Organizations.
- Knowledge of Human Resources management, financial management, and project management.
- Computer literacy and proficiency in financial management, e-mail and internet software, Microsoft Word, Power Point and Adobe Acrobat.
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly.
- Desirable personal characteristics include adaptability, ethical behaviour and strategic thinking.
- Must have reliable transportation, drivers' license and the ability to travel.

Salary/Employment Term:

Salary range: \$65,000-\$75,000/year based on qualifications and experience. This is a permanent fulltime position subject to the policies and practice of the CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: May 24, 2020

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 may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***