

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Environment & Natural Resources

Land Trust Assistant

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 Millbrook First Nation, Nova Scotia and has over 100 employees. The CMM's Department of Environment and Natural Resources (DENR) is currently looking for an energetic, professional, and independent candidate to fill the role of Land Trust Assistant.

Reporting to the Director of DENR, the Land Trust Assistant is part of a joint Indigenous Protected and Conserved Areas (IPCA) program that includes the Confederacy of Mainland Mi'kmaq (CMM), Unama'ki Institute of Natural Resources (UINR), and Eskasoni Fish and Wildlife Commission (EFCW), and is led by the Assembly of Nova Scotia Mi'kmaq Chiefs. IPCAs are lands and waters where Indigenous governments have the primary role in protecting and conserving ecosystems through Indigenous laws, governance, and knowledge systems; culture and language are the heart and soul of an IPCA.

The Land Trust Assistant will work closely with the Land Trust Coordinator, as well as the IPCA Coordinators and Manager to identify and secure lands important to the Mi'kmaq of Nova Scotia, and will provide support to CMM, UINR, and EFCW in the development and establishment of a Mi'kmaq Land Trust. The position will be based out of the CMM's office located in Millbrook First Nation, Nova Scotia.

Responsibilities:

- Assist with the preparation, development, and implementation of workplans, budgets, and reporting.
- Present updates and prepare reports for CMM, UINR, and EFCW management, Board of Directors, advisory committees, and/or the Assembly of Nova Scotia Mi'kmaq Chiefs.
- Draft conservation agreements and contracts, including easements, land donations, and purchase agreements.
- Assist with the preparation of grants and funding applications as well as the development and preparation of education materials and presentations as needed.
- Liaise with funders and donors and support fundraising activities.
- Assist with the creation and implementation of a landowner outreach program and provide support to landowners in land conservation.
- Advance community relations and awareness of the Mi'kmaq Land Trust and coordinate public inquiries and responses.
- Assist in the management of properties and collection of conservation information.
- Assist with other day-to-day tasks related to the creation and functioning of the Mi'kmaq Land Trust.

Position Requirements:

- Relevant post-secondary education (bachelor's degree or college diploma) in a related field and/or related experience or combination of experience and education.
- Experience in an administrative/supportive role an asset, but not necessary.
- Grant writing and fundraising experience considered an asset.
- Familiarity with Mi'kmaq culture, language, beliefs, and traditional practices and experience or understanding of working for or with Indigenous communities or organizations.
- Experience or understanding of working with various levels of government, NGOs, First Nations, educational institutions, and local communities.
- Proficiency in Microsoft Office programs and using online platforms.
- Experience in a fast-paced environment and in technical research, writing, and communications.
- Excellent communication skills, both written and oral.
- Driver license, suitable work vehicle, and the ability to travel overnight and work overtime when required.

Salary/Employment Term:

Salary Range: \$30,000 to \$35,000. This is a **one-year** contract position with the opportunity for renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: September 4, 2020 by 4:00pm

Submit Cover Letter AND Resume to:

Human Resources

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 an up-to-date CV along with Cover Letter and qualify for an 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.*