

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Mi'kmawey Green Communities Program Community Events Coordinator

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight (8) Mi'kmaq communities of mainland NS. 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 is currently looking for an energetic, mature, and independent candidate to fill the **Community Events Coordinator** position with the **Mi'kmawey Green Communities Program**.

Position Overview

Mi'kmawey Green Communities Program (MGCP) is administered by the Confederacy of Mainland Mi'kmaq. Through pilot projects, community engagement, and working with leadership, MGCP works to assist Mi'kmaw Communities reach their goals to become greener, cleaner, and more sustainable. Our focus is on recycling, reduction of waste, and waste diversion. We are reminded by the concept of Netukulimk, to only take what is needed and waste nothing to ensure there is something left for the next generation, as we work towards a greener tomorrow.

Responsibilities

Reporting to the Mi'kmawey Green Communities Program Manager and the Senior Director of Community Services and Infrastructure, the **Community Events Coordinator** will be responsible for but not limited to: Gathering information and creating a database of events in each of the CMM Communities; Creating waste management plans and SWM budgets for the events; Organizing and presenting at advisory committee meetings; Identifying opportunities and funding for Communities; Working in Communities on pilot projects; and, Participation in community events.

This position will work closely with Communities and will be required to travel regularly. This will include assisting leadership with proposals and providing Communities with support. The ideal candidate will have a strong interest in waste management, the environment, and Mi'kmaw Communities.

Position Requirements

- Successful completion of post-secondary education in a related field, or equivalent experience.
- Two years' experience in solid waste management, event planning, or a related field.
- Experience with proposal writing and strategic planning.
- Experience working in or with First Nation communities.
- Knowledge of current First Nation community challenges and opportunities relating to solid waste management.
- Demonstrated ability to work as leader on multi-discipline teams, or independently, and meet deadlines.
- Excellent presentation, reading, and writing skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access)
- Must have a drivers' license, reliable vehicle, and the ability to travel.

Salary/Employment Term

\$40,000. This is a one (1) year contract 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 16, 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. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***