

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Governance

Administrator, Tripartite Forum

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 100 Employees. The CMM's Department of Governance is currently looking for an energetic, mature and independent candidate to fill the role of a **Tripartite Forum Administrator**.

About the Tripartite Forum

The Mi'kmaq-Nova Scotia-Canada Tripartite Forum is a trilateral partnership among the Provincial Government, Federal Government, and Mi'kmaq Bands of Nova Scotia. The forum consists of working committees from various sectors that collaborate to identify gaps in programs and services within Mi'kmaq communities and work toward mutually beneficial solutions.

Position Overview

Under the direction of the Executive Director, and reporting to the Senior Director of Governance, the Tripartite Forum Administrator is responsible to provide administrative and reporting services to the Tripartite Forum.

Responsibilities:

- Record, transcribe, distribute, and file minutes for various departments, committees, conference calls, and meetings on an alternating basis and full time for four working committees of the Tripartite Forum.
- Maintain current knowledge of activities and projects of the Working Committees and Sub-committees to accurately narrate minutes and action items discussed in the meetings.
- Track action items for Working Committee Co-chairs.
- Respond to general inquiries, in person or by telephone, fax or e-mail, regarding the Tripartite Forum and/or forward to appropriate persons
- General support and administrative services for the Tripartite Forum, such as: coordination and communication of all aspects of meetings, as well as typing, filing and distribution of various correspondence, reports, itineraries, and information packages.
- Develop and implement a professional development and training plan for each fiscal year.
- Submit monthly reports to the Senior Director as needed.
- Continually seek education and training to remain culturally responsible and sensitive to the needs of the client(s)

Position Requirements:

- Minimum one-year diploma program in administrative services or office systems technology with one year relevant working experience.
- Experience working with First Nation / Indigenous communities, First Nation service delivery organizations, and applicable government programming etc.
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaw community, its political framework, and administrative/service Programs.
- Working knowledge of First Nation Communities, First Nation service delivery organizations, and applicable government programming etc.
- Strong initiative, motivation, conscientiousness, and dedication.
- Excellent time management skills with the ability to be adaptable, flexible, and manage multiple priorities.
- Proficiency in Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook, etc.)
- Strong interpersonal and communication skills; written and oral (facilitation, presentations, and use of various communication mediums).
- Must be able to work independently and in a team environment.
- Experience working in a fast-paced environment.
- Ability to apply creativity and innovative thinking to community-focused solutions
- Must have a valid driver's license and ability to travel within Nova Scotia and work outside of normal hours due to the requirements of the member communities and clients when needed.
- Clear criminal record, vulnerable sector and child abuse registry checks.
- Some familiarity with the Mi'kmaw language (an asset) or willingness to learn Mi'kmaw greetings

Salary/Employment Term:

Anticipated Salary: \$35,000 to \$39,000 per year depending on experience/qualifications. This is a **one-year** contract position with the opportunity for renewal and is subject to the policies and practices of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: October 10, 2021

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.*