

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Environment and Natural Resources (DENR) DENR Program Manager

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's Department of Environment and Natural Resources (DENR) is currently looking for a motivated and knowledgeable candidate to fill the role of **DENR Program Manager**.

Under the direction of the Executive Director and reporting to the Senior Director of Environment and Natural Resources, the DENR Program Manager is responsible to run the day-to-day operations of DENR according to funding deadlines and within budget. The Manager will work with DENR staff to conceptualize, plan, execute, and finalize projects including acquiring new resources and coordinating the efforts in order to complete deliverables under the various project contribution agreements. The DENR Program Manager will also define program objectives and oversee quality control of the administration of DENR and DENR projects' delivery.

Overview of Responsibilities:

- Lead and manage the Mi'kmaw Forestry and Climate Action Programs and projects according to the recommended strategic direction.
- Prepare and recommend project concepts and budgets, explore funding, and develop Mi'kmaw Forestry and Climate Action projects.
- Plan and maintain systems and procedures for operating efficiently and supervise and manage project staff and budgets.
- Define project objectives and oversee quality control throughout the projects' life cycle.
- Provide information, advice and guidance to CMM's Senior Management, Board of Directors, Chief and Councils on all Forestry and Climate Change related matters that have a direct impact on CMM's member communities.
- Supervise, plan and oversee the operations and fiscal requirements including budgets of the projects and staff.
- Liaise with and develop working relationships with government representatives, researchers, and educators in the field of climate change and forestry.
- Conduct literature reviews, surveys, and research as directed by the Senior Director.
- Write reports and deliver presentations and briefings for management, as required.
- Attend meetings and participate on Committees and on Boards as requested by the Senior Director.

Position Requirements:

- Post-secondary degree or diploma in Environmental Science, Resource Management or similar field.
- Three to five-years of relevant working experience in a related field.
- Experience with project management, leading projects, and supervising staff.
- Knowledge of federal and provincial legislation, programs, and services relative to Department of Environment and Natural Resources and Tribal Organizations.
- 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. as well as understanding of the Indian Act and Mi'kmaq Aboriginal and Treaty rights.
- Proficient in Microsoft Office Suite, facilitation, presentation, and the use of various communication mediums (Meetings, training etc.) and Adobe
- Knowledge of Human Resources management, financial management, and project management
- Budgeting, accounting and report and proposal writing skills.
- Ability to coordinate many tasks, people and competing priorities
- Time in the office in front of a computer is required, in addition to experience using the Microsoft suite of products
- Valid driver's license and reliable transportation as travel within Nova Scotia will be required.
- Some familiarity with the Mi'kmaw language (an asset) or willingness to learn Mi'kmaw greetings

Salary/Employment Term: \$47,500 to \$52,500 per year. This is a **one-year** contract position with the opportunity of renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: September 26th, 2021

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 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 of eligibility to work in Canada.*