

EMPLOYMENT OPPORTUNITY



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

Under the direction of the Executive Director and reporting to the Senior Director of Environment and Natural Resources, the Environmental Services Program Manager is responsible for the day-to-day operations of Environmental Service projects and agreements. The Environmental Services Program Manager will plan, execute, and finalize projects including acquiring resources, networking with Government partners and coordinating efforts of staff and third-party contractors/consultant to deliver projects and deliverables according to annual work plans and activities as set out under program agreements.

Overview of Responsibilities:

- Lead and manage Environmental Projects according to the recommended strategic direction.
- Prepare and recommend project concepts and budgets
- 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 and Chief and Councils on all Environmental 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 diploma or certification in a relevant discipline (example: Environmental Management) OR an equivalent combination of education and experience.
- Minimum of five-years' experience working in in the field of environmental science, or a related field.
- Experience with project management, leading projects, and supervising staff.
- Experience working in or with First Nation communities.
- Understanding of climate change and its impact on the environment and Indigenous communities.
- Ability to work effectively with other departments, levels of government, industry, and the public.
- Excellent communication skills, both written and spoken.
- Knowledge of Human Resources management, financial management, and project management
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.)
- Ability to coordinate many tasks, people and competing priorities.
- Valid driver's license and reliable transportation as travel within Nova Scotia will be required.
- Fluent Mi'kmaw speaker and writer is an asset.

Salary/Employment Term:

Salary Range: \$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.*