

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Common Services *Communications Manager*

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'kmaq Community in Nova Scotia and has over 120 Employees. The CMM's Department of Common Services is currently looking for an energetic, mature, and independent candidate to fill the role of a **Communications Manager**.

Position Overview

Under the direction of and reporting to the Director of Common Services (DCS), the Communications Manager is responsible for the public perception of CMM among all stakeholders. The development of marketing and communication strategies, auditing and evaluating criteria and processes are components of this position. The Communications Manager will track and monitor all communications activity for effectiveness and ensure consistency with the overall Communications strategy. This role is also responsible for providing advisory services to the Office of the Executive Director and ensuring all departments of CMM are supported in the overall communications strategy.

Overview of Responsibilities:

- Develop and implement a cohesive, proactive, and multi-channel communications strategy and implement all communications aspects of CMMs Strategic Plan.
- Implement a process and timeline for the development of departmental annual communications plans; consolidate information into a CMM Annual Communications Plan and lead the development of the CMM Annual Report.
- Establish communications priorities, project manage, provide oversight, and assign work in accordance with the CMM Annual Communications Plan.
- Provide HR Management for all Communications staff under supervision.
- Manage and Chair the CMM Communications Committees in accordance with the Terms of Reference.
- Assist all departments, when necessary, in communicating messages, improving the image of CMM, building awareness, and persuading public opinion while ensuring quality control of all information release.
- Identify key issues to brief the OED and Board to address controversial or long-term communication issues.
- Managements of the communications budget.
- Design and implement capacity development for effective media as needed.
- Assist with speech writing, CMM Board Releases, etc. as required.
- Provide effective, informative, and consistent communication with all stakeholders.
- Support The CMM at community and stakeholder events to promote The CMM as requested.
- Ensure communication protocols and policies are developed, implemented, and maintained.

Position Requirements:

- Post secondary or College certificate in a related field, such as public relations or communications.
- Minimum 5 years working experience in the field of communications and public relations.
- Experience in working with the public, managing various media campaigns, and dealing with media.
- Knowledge of current First Nation community challenges and opportunities.
- Understanding of copywriting, graphic design, layout, and publishing.
- Working knowledge of content management systems, HTML coding, and digital graphics production.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Familiarity with and training in social media platforms and social media marketing.
- Ability to manage and balance working with the needs and requirements of many stakeholders while applying creativity and innovative thinking to community focused solutions.
- Proficiency in MS Office and Adobe Creative Cloud.
- Ability to work effectively with other departments, levels of government, industry, and the public.
- Valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Canadian Public Relations Society Member, an asset

Salary/Employment Term: Salary range: \$50,000 to \$60,000 per year based upon qualifications and experience. This is a one-year contract 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: October 31st, 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 interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants MUST provide proof of Canadian Citizenship or Permanent Residency.***