

# EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

## Department of Aquatic Resources & Fisheries Management

### *Project Administrator*

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight, 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 main office is in the Millbrook Mi'kmaw Community in Nova Scotia and has over 90 Employees. The CMM's Department of Aquatic Resources and Fisheries Management (DARFM) is currently looking for an energetic, mature, and independent candidate to fill the role of the *Project Administrator*.

The MCG is focused on promoting and restoring the concept of Netukulimk in Nova Scotia's watersheds. To ensure that future generations will have access to a healthy environment. The MCG team targets its work on a variety of marine and freshwater resource management projects and participates in programs that involve youth mentorship and Mi'kmaw capacity building. The MCG also addresses issues related to species-at-risk, water quality, commercial fisheries and directed habitat restoration.

Reporting to the Departments Sr. Director/MCG Program Manager, the Project Administrator will be responsible with assisting in the coordination and planning of the Canada's Nature Fund Aquatic Species at Risk project. This position will be based out of the aquatics division office in Hilden, NS.

#### **Position Requirements:**

- Completion of a post-secondary program in Project Management or relevant work experience.
- Knowledge of finance management, flowcharts, technical documentation, etc.
- Demonstrates a passion for education and outreach of conservation in the environment.
- Strong editing, presentation, teaching, and training skills.
- Excellent organization and time-management skills.
- Ability to work independently and with minimal supervision.
- Ability to work productively as part of a team with strong intercommunication skills.
- Proficiency with common office software (e.g. Microsoft Office, Excel, PowerPoint, etc.)
- Must be able to travel overnight and work overtime when required.
- Must have access to a vehicle and have valid driver's licence.

#### **Asset Qualifications:**

- Experience working in or with First Nation communities.
- Knowledge of First Nation history, culture and current events.
- Knowledge and understanding of Species at Risk.
- Valid First Aid/CPR and WHMIS certification.
- Previous experience in non-profit sector.

#### **Salary/Employment Term:**

Salary range: \$40,00-45,000 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 31<sup>st</sup>, 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](mailto: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 qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check.*