

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Services & Infrastructure *Research & Education Officer*

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 120 Employees. The CMM's Department of Community Services and Infrastructure is currently looking for an energetic, mature, and independent candidate to fill the role of **Mi'kmawey Green Communities (MGC) Research & Education Officer**.

Position Overview:

Under the direction of the Senior Director of Community Services and Infrastructure and reporting to the Mi'kmawey Green Communities Program (MGCP) Manager, the Mi'kmawey Green Communities Research and Education Officer is responsible to communicate with and address the solid waste management needs of each of the member communities, through the facilitation of research and education material.

Overview of Responsibilities:

- Work closely with assigned communities, including assisting leadership with proposals and providing communities with support (identifying funding opportunities, working with community members, community leaders, government, and contractors).
- Work in Communities on pilot projects regarding composting and in-home sorting of waste.
- Develop and lead community events and workshops regarding recycling, waste separation, etc.
- Create educational materials promoting waste diversion, non-traditional waste and establish a pick-up schedule for such items in each Community.
- Complete research and review of needs assessments, solid waste audits, community profiles etc.
- Plan new projects, and conduct research as required to support the development of proposals.
- Write reports and prepare PowerPoint Presentations for Management.
- Assist the Communications Officer with content for articles and communication material, as required
- Organizing and presenting at advisory committee meetings with community leadership, municipalities and other stakeholders.
- Attend periodic meetings that may be required and/or requested by the Senior Director

Position Requirements:

- Minimum of a Diploma in an Environmental Field (waste management, environmental studies, environmental sustainability)
- Two to three years of experience in a similar role such as in waste management and project management and/or strategic planning.
- Experience working in or with First Nation communities, and knowledge of current First Nation Community challenges and opportunities relating to solid waste management
- Ability to conduct research, writing technical reports, and education material.
- Ability to meet physically demanding requirements (Example: required to stand for long periods of time, lift items (50+ pounds), proper handling of household and other waste removal, etc.).
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access) and experience in managing budgets.
- Ability to apply creativity and innovative thinking to community focused solutions.
- Excellent communication skills, written and spoken.
- Must have valid driver's license as travel within Nova Scotia will be required.
- Ability to work outside of normal working hours due to the requirements of the member communities and clients on occasion.
- Fluent Mi'kmaw speaker and writer is considered an asset.

Salary/Employment Term: \$40,000 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: October 27th, 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@emmns.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.*