

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Office of the Executive Director *Associate Executive Director*

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 Office of the Executive is currently looking for an energetic, mature, and independent candidate to fill the role of **Associate Executive Director (AED)**.

Position Overview

Reporting to the Executive Director, the AED is responsible for the efficient, effective, and economical implementation of CMM's strategic plan and long-term vision, including providing day to day oversight to the Directors. The AED is also responsible to act as the interface between the internal operations of The CMM and external partners who support, collaborate and work with various programs, services and projects that are administered by The CMM. The AED will advocate and promote The CMM, using innovative strategies to ensure all initiatives are meeting expectations of partners and member communities and also to respond to changing environments, needs and political environments.

Overview of Responsibilities:

- Supports the Executive Director in providing direction, oversight and guidance to the senior management team of The CMM.
- Ensures successful implementation and maintenance of The CMM's five-year strategic plan.
- Ensures senior management, staff, programs, and services comply with the accountability framework of the organization.
- Maintain effective communications with stakeholders, both internal and external, regarding current CMM operations and potential future activity.
- Supports the preparation and execution of the annual community member consultations.
- Monitors and evaluates organizational needs and changes.
- Assist in identifying, assessing, and negotiating financial resources to implement changes within the current and future needs of the organization.
- Provide executive level monitoring of the financial accountability and stability of CMM.
- Preparation and delivery of presentations to all stakeholders regarding new initiatives and opportunities.
- Develop, implement, and maintain systems to evaluate the effectiveness of programs, departments, the OED, Board operations, etc.
- Act as Chair of the BOD and Director-level meetings as required.
- Attend meetings as required and/or requested by the Executive Director or the Board of Directors.

Position Requirements

- Post secondary or College certificate in a related field, such as public relations, business, management, finance, legal, leadership, etc.
- Mid- to senior-level experience in a broad range of organizational environments, including strategic leadership, governance, negotiation, business planning, stewardship, media/communications, and/or human resources management.
- Direct experience developing and establishing long-term, community-based programs.
- Proven track record in leading teams and building consensus while ensuring that the interests of the organization and the communities are kept at the forefront of all activities.
- Demonstrated ability to lead and build the professional capabilities of a diverse staff with varying skill sets; ability to motivate, encourage, and provide clear direction to staff.
- Knowledge and experience working in or with First Nation communities, with an understanding of current First Nation community challenges and opportunities.
- Ability to build and maintain collaborative working relationships and partnerships with stakeholders.
- Strong critical thinking and analytical problem-solving skills.
- Strong communication, presentation, and public speaking skills.
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.).
- Ability to work outside of normal hours as required.
- Must have a valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Successful completion of a Criminal Records Check/Vulnerable Sectors Check.

Desirable Assets:

- Understanding of issues related to the gathering and sharing of Traditional Knowledge.
- Understanding of the Indian Act and Mi'kmaq aboriginal and treaty rights.
- Fluent Mi'kmaq speaker and writer.
- Expertise in leading complex change.

Salary/Employment Term:

Salary range: \$110,000 to \$140,000 per year based upon qualifications and experience. This is a permanent full-time position subject to the policies and practices of The CMM.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 weeks of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Application Deadline: Open until position is filled.

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.*