

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Aquatic Resources & Fisheries Management

GIS Specialist

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council located in Mi'kmaki and provides services to the eight Mi'kmaw communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaw communities' initiatives towards self-determination and enhancement of community. The CMM's main office is situated in the Millbrook Mi'kmaw Community and has over 100 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 **GIS Specialist**.

Position Overview

The GIS Specialist is responsible for developing and maintaining a GIS database for use in mapping the geographic data of Nova Scotia's watersheds and landscapes. The Specialist is also responsible for database entry, management and GIS map production and design, data conversion, technical report writing and spreadsheet data entry. The organization primarily uses ESRI software (ArcGIS Pro, ArcGIS Online, Field Maps, Survey123, etc.) however experience with FOSS software such as Q-GIS, Google Earth, ODK, etc. would be beneficial.

Overview of Responsibilities:

- Work with a variety of environmental characterization data
- Operate a GIS workstation to implement analyses and generate map products.
- Compile ATK data collected through aquatic, forestry, climate change, etc. projects and programs.
- Data entry, management, gathering source material, digitizing and GIS map production and design.
- Data entry of environmental characterization data.
- Manage the flow and dissemination of cartographic information, keeping existing maps and databases updated.
- Identify, collect and format data from various base maps related to CMM's member communities, and, Nova Scotia's watersheds (example: Bay of Fundy) and landscapes (example: Forests)
- Field collection of spatial data utilizing GPS devices, Phone Applications (eg. ESRI Field Maps) and Drones.
- Manage projects, assist in executing research projects, and assist in preparing presentations as required.
- Ensure graphic editing, line cleaning, topology building, and database updates are completed.
- Prepare and submit GIS related project proposals, as required.
- Write reports and prepare PowerPoint Presentations for Management and communities.
- Organize research, reference materials, and other related materials in an easily assessable manner.
- Develop creative and effective ways of presenting and sharing research findings to Mi'kmaw youth, community members, leadership, and partners in a clear and concise manner.
- Assist the Communications Officer with content for articles and communication material, as required
- Perform complete drone surveys from flight planning to collection, processing, and analysis.
- Create Orthomosaics, DEMS and other related data products from Drone data using Pix4D software.
- Attend periodic meetings as required.
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)

Position Qualifications:

- Post-secondary degree or diploma in geography or equivalent course work at a technical or vocational school in Geographic Information Systems, Computer Science or other GIS related field.
- Three-years of relevant working experience in a related field.
- Thorough understanding of the ESRI suite of products (ArcGIS Pro, ArcGIS Online, Survey123, Field Maps) for map production, data integration and analysis.
- RPAS Certificate.
- Experience developing research proposals.
- Working knowledge of appropriate research methodologies and standards.
- Experience processing drone data with Pix4D software.
- Excellent communication and presentation skills, written and spoken.
- Knowledge in managing, entering and analysis of data base information.
- Proficiency in MS Office (Word, Excel, PowerPoint, Adobe, etc.)
- Experience working in or with First Nation communities.
- Knowledge of First Nations culture, history, and current affairs.
- Understanding of issues related to the gathering and sharing of Traditional Knowledge.
- Must have the ability to perform physically demanding outdoor work in and around water.
- Have a valid driver's license and reliable transportation, and ability to travel within Nova Scotia as required.
- There is an occasional requirement to work outside of normal working hours due to the requirements of the member communities and clients.

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 week 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.

Salary/Employment Term: \$50,000 to \$65,000 per year. This is a one-year contract 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 an up-to-date CV along with a 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.***