

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Environment and Natural Resources (DENR)

Environmental Services Manager

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the 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's Department of Environment and Natural Resources (DENR) is currently looking for a motivated and knowledgeable candidate to fill the role of ***Environmental Services Manager***.

Position Overview

Under the direction of the Executive Director and reporting to the Director of Environment and Natural Resources, the Environmental Services Manager is responsible for the day-to-day operations of the Environmental Service branch and its associated projects and agreements. The Environmental Services Manager will support the planning, execution, and completion of projects by acquiring resources, networking with government and non-government partners, and coordinating efforts of staff and third-party contractors/consultant to deliver projects deliverables according to annual work plans and activities as set out under program agreements.

Overview of Responsibilities:

- Lead and manage Environmental service projects according to the recommended strategic plan
- Prepare and recommend project concepts and budgets.
- Plan and maintain procedures for operating efficiently and supervise and manage project staff and fiscal requirements.
- Define project objectives and work with project staff to ensure project delivery is of high quality throughout the duration of projects.
- Supervise, plan, and oversee the operation of projects, including budgets, reporting, and the completion of project deliverables.
- Provide information, advice, and guidance to The CMM's Senior Management, Board of Directors and Chief and Councils on all Environmental Services matters that have or may have a direct impact on CMM's member communities.
- Liaise with and develop working relationships with government, researchers, NGOs, and educators with knowledge of cumulative effects, regulatory gaps, land conservation and other related fields.
- Conduct literature reviews, surveys, and research as directed by the Senior Director.
- Write reports and deliver presentations and briefings for management, as required.
- Attend meetings and participate on Committees and on Boards as requested by the Senior Director.

Position Requirements:

- Post-Secondary diploma or certification in a relevant discipline (example: Environmental Management) OR an equivalent combination of education and experience.
- Minimum of five-years' experience working in in the field of environmental science, or a related field.
- Experience with project management, leading projects, and supervising staff.
- Experience working in or with First Nation communities.
- Understanding of climate change and its impact on the environment and Indigenous communities.
- Ability to work effectively with other departments, levels of government, industry, and the public.
- Excellent communication skills, both written and spoken.
- Knowledge of Human Resources management, financial management, and project management
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.)
- Ability to coordinate many tasks, people and competing priorities.
- Valid driver's license and reliable transportation as travel within Nova Scotia will be required.
- Fluent Mi'kmaq speaker and writer is an asset.

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:

Salary Range: \$60,000 to \$75,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

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.***