

EMPLOYMENT OPPORTUNITY



Communications Officer

About the Mi'kmawey Debert Cultural Centre

The Mi'kmawey Debert Cultural Centre is a project mandated by all thirteen Mi'kmaw Chiefs and administered through The Confederacy of Mainland Mi'kmaq (CMM), one of two Mi'kmaw tribal councils in Nova Scotia. Currently engaged in both architectural and exhibition design for the future building at the Debert and Belmont archaeological sites, the Centre is a major initiative. The future MDCC will be an experiential cultural centre that will anchor Mi'kmaw culture and heritage sectors with more than 60,000 annual visitors, integrating community outreach and knowledge with robust educational and public programming. Since 2002, all thirteen Mi'kmaw First Nations in Nova Scotia have repeatedly affirmed the MDCC project and its mandate to protect the Debert ancestral sites, to return Mi'kmaw collections from across North America and to develop visitor and educational programming. From its inception, the MDCC Elders' Advisory Council along with the CMM have guided the project.

Position Overview

The Communications Officer takes the lead with sustaining the Centre's public profile, engaging Mi'kmaw communities, communicating to funders, working with the Fund Development Officer, and sustaining public communication initiatives including the MDCC website, social media platforms, a newsletter and related communications materials.

Responsibilities

- Raising the profile and awareness of the MDCC with Mi'kmaw communities, key stakeholders, primary funders, and the general public.
- Revising the existing the MDCC communications strategy.
- Cultivating and creating positive media stories.
- Producing print, web, periodical, site-specific advertising, and signage.
- Managing and growing the MDCC website.
- Supporting Mi'kmaw History Month activities.
- Attending public speaking events and trade shows.
- Collaborating and supporting activities of the fund development officer.
- Supporting project staff and management with strategic partnerships.
- Other communication duties as identified by the Director of History and Culture or the MDCC Project Coordinator.

Position Requirements

- University degree in communications, public relations, English or equivalent.
- Three to five years experience in communications related positions.
- Knowledge of current professional standards in communications and public relations.
- Excellent writing, speaking and visual literacy skills.
- Knowledge of successful tactics for Mi'kmaw communities, Provincial and Federal governments, educators, and general audiences.
- Experience working with a variety of raw and format image files, website management software, InDesign, Microsoft Office, and Excel would be important assets.
- Proficiency with primary social media platforms including Instagram, Facebook, Twitter and TikTok.
- Experience working with Mi'kmaw First Nation communities, leadership, youth, and Elders.
- Must have a valid driver's license, vehicle and ability to travel.

Asset Qualifications:

- Fluent Mi'kmaq and written Mi'kmaq would be important assets.
- Knowledge of and/or experience with Mi'kmaw heritage, tourism, and cultural sectors as well as knowledge of archaeology and related sciences.

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: \$40,000 - \$45,000 per year based on qualifications and experience. This is a permanent 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. Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.*