

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Governance *Communications 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'kmaq Community in Nova Scotia and has over 120 Employees. The CMM's Department of Governance is currently looking for an energetic, mature, and independent candidate to fill the role of a **Communications Officer**.

Position Overview

Under the direction of the Senior Director of Governance, the Communications Officer is responsible for providing effective communications within the Department and amongst Advisory Committees, leadership, and external partners. The Officer is also responsible for developing educational materials relative to department programs and projects, documenting communities' activities, workshops, and events, increasing awareness of capacity development opportunities within Mi'kmaq Communities, preparing content, picture and graphics for news articles, social media sites, etc. and the facilitation of media relations and/or inquiries.

Overview of Responsibilities:

- Prepare general communications correspondence and reports as required.
- Develop and implement communications strategies for Department programming and activities.
- Produce multi-media presentations for the Department in accordance with policies and procedures.
- Prepare briefing notes for the Senior Director relative to Departmental programming and activities.
- Take meeting minutes at advisory committee meetings and preparing meeting folders, presentations.
- Provide effective communications with CMM partners regarding Department projects and activities.
- Attend and participate community workshops, career fairs and other stakeholder events to promote the Department to Member Communities and the public.
- Prepare content, pictures, graphics, etc., for communication purposes such as newsletters, releases, articles, social media, and another communications material, as required.
- Development of promotional items, and maintaining an inventory of promotional items for distribution at schools, community events, workshops, etc.
- Establish and maintain service delivery with Eastern Woodland Publishing (EWPC) of print materials and graphic design.
- Assist Department staff with the development of educational and communication materials and, facilitate product completion.
- Support the Department's participation at community events to document and take footage of community practices.
- Update and maintain content for Department programs' web pages and social media sites.
- Contribute to and maintain an annual communications strategy/plan under the direction of the Senior Director.
- Monitor and evaluate the operations of overall communications within the Department.

Position Requirements:

- Post-Secondary diploma or certification in a public relation and/or communications field.
- Minimum of two-years' experience in the communications or public relations field.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Relevant social media and general media training.
- Experience working in a fast-paced environment.
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.).
- Ability to apply creativity and innovative thinking to community focused solutions.
- Ability to be adaptable, flexible, and manage multiple priorities and deadlines.
- Valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Canadian Public Relations Society Member an asset
- Experience working in or with First Nation communities 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.

Salary/Employment Term: \$45,000 to \$55,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

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

Application Deadline: Open until 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.*