



Career Opportunity
SIGI External Program Officer
Closing Date: Until Position is Filled

Sipekne'katik has developed and launched an independent self-governing consultation process. The Sipeknekatik Governance Initiative Secretariat carries out the consultations on behalf of its members. The SGI Consultation Protocol requires a focus on Aboriginal title, Aboriginal rights of the Mikmaq and Mikmaq treaty rights. The External Program Officer will oversee all project request in advancing the files throughout the six stages of community consultations process developed under the Sipekne'katik Consultation Initiative Protocol.

Responsibilities:

- Be the intake lead for consultation request on behalf of Sipeknekatik.
- Oversees processing of files throughout the six-stage process for consultations.
- Be the contact point for all official correspondence.
- Provide supplement support to the team leads for each stage of project reviews, federal and provincial crown agents.
- Supports team leads in presentation, reports and budgets for projects as required.
- Point of entry contact for the consultation department.
- Assist in the development of funding proposals, funding grant applications, and final reports as needed.
- Build and maintain relationships with First Nation communities and organizations and various levels of governments.
- Assist in preparing reports and updates, provide budgetary supports and works closely with the Data records clerks to maintain legal records.
- Oversee the preparation and coordination of data input for Docu Share archival program.
- Other related duties as determined by supervisor.

Qualifications and Education

- Post-secondary education in various fields of business management, project management, administration, law, Mikmaq Studies, political studies or an equivalent combination of experience and education will be considered.
- Project management skills with a demonstrated ability to multitask with strong
- Maintains strict timelines for project deliverables and deadlines,
- Ability to prioritize, organize and self-manage.
- Ability to use and highly proficiency in Microsoft office, Word, Excel, google docs, email and PowerPoint.
- Open to continuous learning and professional development related to the duties
- Understanding and or experience with Indigenous rights and communities is considered an asset.
- Knowledge of Indigenous, Mikmaq communities/organizations.
- A criminal record check is required

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 2H0

Tel: 902.758.2049
Fax: 902.758.2017



Starting salary will be based on qualifications and experience.

Please apply with a resume, cover letter and criminal records check to:
Human Resource Manager
Email employmentapplication@sipeknekatik.ca
Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.