

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Community Services & Infrastructure MGCP Community Events Planning Officer

#### About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight (8) Mi'kmaq communities of mainland NS. 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 is currently looking for an energetic, mature, and independent candidate to fill the **Community Events Planning Officer** position with the Mi'kmaq Green Communities Program.

#### Position Overview

Under the direction of the Senior Director of Community Services and Infrastructure and reporting to the Mi'kmaq Green Communities Program (MGCP) Manager, the Mi'kmaq Green Community Events Planning Officer is responsible for gathering information and creating a database of events, waste management plans, SWM budgets for events, and community pilot projects.

#### Responsibilities

- Managing and coordinating the development and archiving of the community event database.
- Management of the filing and archiving of waste management plans.
- Work with other team members in the scheduling of community events and management of the events including logistics, scheduling, travel requirements, budget management etc.
- Assist the Communications Officer with content for articles and communication material, as required.
- Development of Communications Material with Communities.
- Management of program based social media outreach, campaigns, and content development.
- Collect photographs of events, working with Communications Officer as required.
- Assist the Field & Marine Debris Technician with associated field duties as required.
- Create event flyers for upcoming community projects, events, and workshops.

#### Position Requirements

- Successful completion of post-secondary education in a related field, or equivalent experience.
- One to two years' experience in solid waste management, event planning, or a related field.
- Experience with proposal writing and strategic planning.
- Experience working in or with First Nation communities and knowledge of current First Nation community challenges and opportunities relating to solid waste management.
- Demonstrated ability to work as leader on multi-discipline teams, or independently, and meet deadlines.
- Excellent presentation, reading, and writing skills.
- Ability to be organized, adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained
- Ability to meet physical demands of the position (Example: required to stand, lift items, waste removal, etc.)
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access)
- Must have a drivers' license, reliable vehicle, and the ability to travel within Nova Scotia.
- Ability to work outside of regular working hours when required due to travel within communities.
- Fluent Mi'kmaq speaker and writer is an asset.
- Ability to drive a truck with a trailer is an asset.

#### Salary/Employment Term

Salary: \$45,000 per year. This is a one (1) year contract with the opportunity for renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

**Application Deadline: November 9<sup>th</sup>, 2022**

Submit Cover Letter AND Resume and to: **Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto: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.***