

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Common Services

### Communications and Outreach Officer

#### **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 Common Services is currently looking for a motivated and knowledgeable candidate to fill the role of Communications and Outreach Officer.

#### **Position Overview**

Under the direction of the Director of Finance & Administration, and reporting to the CMM Communications Manager, the CMM Communications and Outreach Officer is responsible for providing effective outreach communications for the Departments, leadership, and external partners. The Communications and Outreach Officer will also help develop educational materials relative to departments' programs and projects, document communities' activities, workshops and events, increase awareness of capacity development opportunities within Mi'kmaw Communities, prepare content, pictures and graphics for news articles, social media sites, etc., facilitate media relations and/or inquiries, and ongoing communications' initiatives.

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#### **Overview of Responsibilities:**

- Assist staff with the development of educational and communication materials
- Monitor and evaluate the operations of overall external communications for organization
- Prepare general communications correspondence and reports as directed by Communications Manager or other team members, as required
- Attend and participate in community workshops, career fairs and other stakeholder events to promote Departments within CMM's Member Communities and the public, when possible
- Support various Department's participation at community events to document and take footage of community practices (Example: videos and photos)
- Assist in preparing content, pictures, graphics, etc., for communication purposes such as newsletters, releases, articles for the MMNN, social media and another communications material, as required

- Order and maintain an inventory of promotional items for distribution at schools, community events, workshops, etc.
- Write reports and deliver presentations and briefings for management, as required
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)

**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
- Excellent communication skills, written and spoken
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.)
- Social media and general media training
- Experience working in or with First Nation communities 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: \$45,000 - \$55,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

**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](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 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.***