

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Environment & Natural Resources Indigenous Protected & Conserved Area Project Coordinator

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 Environment & Natural Resources (*DENR*) is currently looking for a motivated and knowledgeable candidate to fill the role of ***Indigenous Protected & Conserved Area Project Coordinator***.

Position Overview

This position is part of a joint Indigenous Protected and Conserved Areas (IPCA) program that includes The Confederacy of Mainland Mi'kmaq (CMM), Unama'ki Institute of Natural Resources (UINR), and Eskasoni Fish and Wildlife Commission (EFWC), and is led by the Assembly of Nova Scotia Mi'kmaw Chiefs. The CMM, UINR, and EFWC are supporting all 13 Mi'kmaw communities in advancing IPCAs within Nova Scotia. IPCAs are lands and waters where Indigenous governments have the primary role in protecting and conserving ecosystems through Indigenous laws, governance, and knowledge systems; culture and language are the heart and soul of an IPCA.

The IPCA Project Coordinator will work closely with the CMM IPCA team, as well as the CMM, UINR, and EFWC's IPCA Coordinators and Manager to coordinate and manage CMM's allocation of the provincial wide IPCA initiative. The Project Coordinator will support the continued development of the NS Mainland IPCA sites as well as assist with the development of the Mi'kmaw-led land trust (Sespite'tmnej Kmitkinu Conservancy). The position will be based out of the CMM's office located in Millbrook First Nation, Nova Scotia.

- Oversee all financial tracking and management of the IPCA project alongside the CMM IPCA Team;
- Identify and build relationships with Mi'kmaw leadership, communities, and organizations, current and potential project partners (ENGOS, academia, provincial and federal partners, etc.), Indigenous organizations, contractors as well as the public to support the development, establishment and care of IPCAs;
- Engage with Mi'kmaw communities to identify project needs and priorities and facilitate potential opportunities, research or otherwise, to realize the needs and priorities through appropriate avenues;
- Ensure Mi'kmaw knowledge, language, ceremony and culture are imbedded in and shaping project activities;
- Work with the IPCA Research and Engagement Coordinator to create a workplan and budget, document activities, maintain an information database, and complete final report;
- Investigate additional funding streams and submit proposals to benefit project growth;
- Organize logistics for meetings with Mi'kmaw communities, external organizations, project consultants, provincial government, federal government, and project partners;
- Manage event planning and execution (e.g. webinars, working groups, in-person community events and sessions);
- Prepare educational materials, presentations, content, etc. and deliver them to various committees, groups, organizations, etc.;
- Engage with consultants and contractors and create service agreements;
- Provide technical support and advice to the Program Manager, Senior Director, CMM BOD, and Assembly of NS Mi'kmaw Chiefs on IPCA content as requested;
- Assist the Communications Officer with content for articles and communications materials as required;

- Other duties that may be required and/or requested by the Senior Director and Program Manager.

Position Requirements:

- Relevant post-secondary education (bachelor's degree or college diploma) in a related field and/or related experience or combination of experience and education.
- Familiarity with Mi'kmaq culture, language, beliefs, and traditional practices and experience or understanding of working for or with Indigenous communities or organizations considered an asset.
- Experience or understanding of working with various levels of government, NGOs, First Nations, educational institutions, and local communities considered an asset.
- Proficiency in Microsoft Office programs and using online platforms.
- Experience in a fast-paced environment and in technical research, writing, and communications.
- Excellent communication skills, both written and oral.
- Excellent facilitation, problem resolution and consensus building skills.
- Ability to work independently and in a team environment
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Must have valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required (overnight and work overtime when required).
- Travel within Nova Scotia will be required
- There is an occasional requirement to work when required outside of normal working hours due to the requirements of the member communities and clients

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 Position 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 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.***