

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq **Department of Aquatic Resources & Fisheries Management** *Director of Aquatic Resources & Fisheries Management*

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight, 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 main office is in the Millbrook Mi'kmaw Community in Nova Scotia and has over 120 Employees. The CMM's Department of Aquatic Resources and Fisheries Management (DARFM) is currently looking for an energetic, mature, and independent candidate to fill the role of ***Director of Aquatic Resources & Fisheries Management***.

Position Overview

The Director of Aquatic Resources and Fisheries Management (DARFM) will be responsible for overseeing new and existing files, projects, programs, and staff of the department. Activities, such as research, education, project(s) delivery, advocacy, capacity development, technical advisory services, etc. will all be components of the director's responsibilities. This will include pursuing new opportunities as they arise on an ongoing basis.

The DARFM Director is also responsible for the operational aspects within the Department, including Human Resources functions and authority, communications and promotion, financial responsibility, program management, strategic planning, and expansion. The director will also play role on various boards and committees.

Overview of Responsibilities

- Develop a five (5) year strategic plan for the department.
- Provide oversight, guidance, and direction to all programs within the department.
- Administer and provide support in HR Management for all DARFM staff (participate in interviews, involvement in recruitment process, approval of job descriptions and postings, conducting performance evaluations, review workplans, involvement in disciplinary action, etc.)
- Ensure financial responsibility for the department by preparing and monitoring the annual budget, recommending expenditures for payment within pre-approved budget, making adjustments to the budget if required, quarterly review of financial status, negotiating funding agreements, and ensuring compliance to the accountability framework.
- Ensure the accountability framework and all CMM policies are implemented, updated, and maintained.
- Contribute to the Senior Management Committee by recommending change, expanded programming, identifying new initiatives, programs or services, identifying issues/processes of concern, and providing strategic direction to enhance the overall mission of The CMM.
- Prepare reports and workplans as required (Annual Report, Annual Workplan for the department, Progress Reports for the department, etc.)
- Deliver presentations to stakeholders, academia, conferences, NGOs, and Government promoting the work of the department.
- Attend meetings and community consultation tables as required.
- Participate on internal and external committees which are beneficial to the department.

Position Requirements

- Must have a minimum of five (5) years relevant working experience.
- Must have a post-secondary degree in a related field.

- Mid- to senior-level experience in a broad range of organizational environments, including strategic leadership, governance, negotiation, business planning, stewardship, media/communications, and/or human resources management.
- Direct experience developing and establishing long-term, community-based programs.
- Experience with and broad working knowledge of First Nations fisheries governance structures, infrastructure, programming, and socio-cultural norms.
- Knowledge of and experience working with First Nations communities.
- Excellent presentation, public relations, and oral and written communication skills.
- Highly skilled in areas of planning, analysis, and presentation.
- Knowledge of federal and provincial legislation, programs, and services relative to Tribal Organizations
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaq community, its political framework, and administrative/service Programs.
- Computer literacy and proficiency in financial management, e-mail and internet software, Microsoft Word, Power Point, Word perfect and Adobe Acrobat.
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly.
- Clear understanding of the Indian Act and Mi'kmaq Aboriginal and Treaty rights.
- Must have reliable transportation, drivers' license, and the ability to travel.

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: \$80,000 to \$110,000 based on qualifications and experience. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open until position is 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.*