

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Policy and Program Analyst

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 *Finance and Administration* is currently looking for a motivated and knowledgeable candidate to fill the role of Policy and Program Analyst.

Position Overview

Under the direction of and reporting to the Director of Finance and Administration, the Policy and Program Analyst is responsible for providing expert strategic policy, program and issue analysis, advice, planning, design, implementation and evaluation processes related to unit and departmental priorities, with a focus on enhancing the CMM's service delivery and the execution of strategic objectives. Working closely with the Office of the Executive Director, developing and implementing a system of operational audit, monitoring, and evaluation for programs, services, and departments, as well as monitoring and updating policies on a cyclical basis are components of this position. The Policy and Program Analyst will track and monitor all policies and programs for effectiveness and initiate recommendations for improvement and/or amendments as necessary for the successful execution of the CMM's strategic objectives.

Overview of Responsibilities:

- Develops, implements, and monitors a system of operational audit and evaluation for programs, departments, operations, etc. based on input from other units and approved criteria that reflect (at a minimum) community expressed interest/need, CMM mission, efficiency, effectiveness, compliance with the CMM accountability framework and policies, etc. as applicable.
- Applies program analysis and evaluation techniques to assess the effectiveness of new/changed policies and programs and make recommendations on policy and program changes.
- Plans, conducts and coordinates research and analyses, integrating information from multiple sources (qualitative and quantitative) to assess policies and programs and make recommendations for changes and amendments.
- Analyzes statistical and financial data and conducts environmental scans and trends analyses
- Ensures CMM policy maintenance by initiating reviews on a 4-year cyclical schedule with ongoing monitoring of policies for effectiveness, including initiating amendments as needed.
- Supports the development of proposals related to programs and/or policies, as needed.

Position Requirements:

- Post secondary degree in a related field, such as public or business administration, law, economics, or the social sciences. Master's degree considered an asset.
- Experience applying program analysis and evaluation techniques to assess the effectiveness of new/changed policies and programs and make recommendations on policy and program changes.
- Demonstrated project management research and analytical techniques, including knowledge of survey techniques, performance measures and financial modelling that support policy and program decision-making.
- Experience in relevant statistical, data and program analysis software and programs
- Extensive experience partnering and building positive relationships, including stakeholder engagement and consultation processes (e.g., facilitating research-based focus group discussions, interviews, and surveys)
- A high level of intercultural competency and a strong diversity lens when reviewing policies, programs, and practices
- Travel within Nova Scotia will be required
- Have a valid driver's license and reliable transportation
- Have a successfully completed Criminal record check

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: \$60,000 - \$75,000 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

*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.***