

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Finance & Administration

Communications Manager

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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 is located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 120 Employees. The CMM's Department of Finance & Administration is currently looking for an energetic, mature, and independent candidate to fill the role of a ***Communications Manager***.

Position Overview

Under the direction of and reporting to the Director of Finance and Administration, the Communications Manager is responsible for the public perception of CMM among all stakeholders. The development of marketing and communication strategies, auditing and evaluating criteria and processes are components of this position. The Communications Manager will track and monitor all communications activity for effectiveness and ensure consistency with the overall Communications strategy. This role is also responsible for providing advisory services to the Office of the Executive Director and ensuring all departments of CMM are supported in the overall communications strategy.

Overview of Responsibilities

- Develop and implement a cohesive, proactive, and multi-channel communications strategy and implement all communications aspects of CMMs Strategic Plan.
- Implement a process and timeline for the development of departmental annual communications plans.
- Coordination and development of the organization's Annual Report.
- Establish communications priorities, manage projects, provide oversight, and assign work in accordance with the CMM Annual Communications Plan.
- Provide HR Management for all Communications staff under supervision.
- Manage and Chair the CMM Communications Committees in accordance with the Terms of Reference.
- Assist all departments, when necessary, in communicating messages and developing educational materials.
- Identify key issues to brief the OED and Board to address controversial or long-term communication issues.
- Management of the communications budget.
- Design and implement capacity development for effective media as needed.
- Assist with speech writing, CMM Press Releases, etc. as required.
- Provide effective, informative, and consistent communication with all stakeholders.
- Support The CMM at community and stakeholder events to promote The CMM as requested.
- Ensure communication protocols and policies are developed, implemented, and maintained.

Position Requirements

- Post secondary or College certificate in a related field, such as public relations or communications.
- Minimum 5 years working experience in the field of communications and public relations.

Position Requirements Cont.

- Experience in managing projects and the coordination of multiple project participants.
- Experience in working with the public, managing various media campaigns, and dealing with media.
- Knowledge of current First Nation community challenges and opportunities considered an asset.
- Understanding of copywriting, graphic design, layout, and publishing.
- Working knowledge of content management systems, HTML coding, and digital graphics production.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Familiarity with and training in social media platforms and social media marketing.
- Ability to manage and balance working with the needs and requirements of many stakeholders while applying creativity and innovative thinking to community focused solutions.
- Proficiency in MS Office and Adobe Creative Cloud.
- Ability to work effectively with other departments, levels of government, industry, and the public.
- Valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Canadian Public Relations Society Member, an asset

Salary/Employment Term: Salary range: \$60,000 to \$75,000 per year based upon qualifications and experience. This is a Permanent Position (pending successful one-year probationary contract).

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 weeks 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.

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.***