

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Aquatic Resources & Fisheries Management Food, Social and Ceremonial Community Liaison

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 90 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 **Food, Social and Ceremonial Community Liaison**.

Position Overview

Kwilmu'kw Maw-klusuaqn (KMK) is collaborating with the Confederacy of Mainland Mi'kmaq (CMM)/Unama'ki Institute of Natural Resources (UINR) to hire a Food, Social and Ceremonial (FSC) Fisheries Project Community Liaison to coordinate and learn more about community FSC Fisheries activities. The successful candidates will be employees of CMM/UINR.

Working under the direction of the CMM Senior Director of the Department of Aquatic Resources and Fisheries Management (DARFM) and/or the CMM Associate Executive Director the FSC Fisheries Project Community Liaison is responsible for coordinating workshops, documenting feedback on technical discussions, preparation of communications material and liaise with FSC project partners.

Overview of Responsibilities

- Lead and Manage the FSC Project according to the strategic direction recommended by the Senior Director and ratified by the CMM Board of Directors (BOD)
- Coordinate activities to bring together Fisheries Managers and community harvesters to discuss their vision for FSC fisheries.
- Document technical discussions including key themes about FSC visions and plans, barriers to implementing FSC fisheries, priority action items, and cases of individual fisheries for improvement.
- Provide regular updates and outreach materials about the project to community contacts and community-wide through newsletters, household mailouts, and/or Mi'kmaw newspapers, etc.
- Provide technical documents or advice to support existing FSC project activities coordinated by KMK to support consultation at the individual community or collective level.
- Adhere to funding deadlines and ensure project remains within budget
- Plan and maintain systems and procedures for operating efficiency
- Prepare year end report for review and approval by the Senior Director and submission to project funder
- Explore funding opportunities and develop projects as recommended by the Senior Director
- Liaise with and develop working relationships with project teams, project partners, and external parties and researchers
- Write reports and deliver presentations and briefings for management, as required to the MCG Advisory Committee as well as the CMM BOD

Position Requirements

- Post-secondary degree or diploma in management, education or a related field or relevant working experience in a related field
- Fisheries experience or understanding
- Experience working in or with First Nation communities.
- Experience working in a fast-paced environment.
- Strong organizational skills.
- Ability to work independently and with minimal supervision.
- Ability to work productively as part of a team.
- Experience with common office software (e.g., Microsoft Office, Excel, PowerPoint, etc.)
- Must have access to a vehicle and have valid driver's licence.

Asset Qualifications (Not required)

- Knowledge and understanding of fish habitat/migration.
- Valid First Aid/CPR and WHMIS certification.
- Previous experience in non-profit sector.

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).
- Employee RRSP contributions matched by The CMM up to 5.5% of earnings.
- 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: \$50,000 - \$65,000 per year. This is a one-year probationary contract with the opportunity for renewal.

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.***