

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Environment & Natural Resources (DENR) DENR Community Engagement Officer

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 **DENR Community Engagement Officer**.

Position Overview

Reporting to the Director of Environment & Natural Resources, the DENR Community Engagement Officer will be responsible for coordinating and providing information on environment and natural resource interests identified by CMM communities. The Department has a broad mandate that has the potential to cover a range of concerns and activities. One of the objectives of the Community Engagement Officer will be to scope the interests and concerns of The CMM's member communities on environment and natural resource issues and other related topics and initiatives. Other responsibilities include conducting research (e.g., literature reviews, knowledge collection sessions, etc.), preparing educational materials, organizing training sessions, and coordinating engagement sessions. Additional tasks will be determined as the workplan is developed.

Overview of Responsibilities:

- Work with multi-sectorial partners to train local community members and groups to participate in the environment and natural resources sector.
- Develop and contribute to the development of guidance documents and open-source sharable resources.
- Support the DENR department and communications hub in conceptualizing communication materials etc.
- Co-develop communication and engagement resources and materials for community members
- Assist in developing relationships with Mi'kmaw communities and assist in developing community capacity to complete independent restoration and monitoring work
- Provide guidance, advice, and support to assist the DENR department in engagement activities within communities.
- Promote events within communities, example: BioBlitz
- Attend and participate in committee, project and partner meetings
- Engage with local and Mi'kmaq communities on environment and natural resources priorities to help build capacity within these areas.
- Work with project team members to manage and coordinate volunteers associated with projects.
- Ensure regular communication with supervisor, project staff and relevant project partners.
- Coordinate and participate in outreach events to garner interest, support and direct involvement in the project from local community members
- Liaise with the DENR team to keep up to date on all activities by the team.
- Compile concise internal and external project reports, as required
- Review all previous research and engagement activities completed by the department.
- Attend other periodic meetings that may be required and/or requested by the Director.
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)

- Any other related duties as required and as requested by the Executive Director or Director, such as to participate on committees or special projects.

Position Requirements:

- Completion of post-secondary education in a related field such as environmental science, science, community development, social science or related field
- Formal marketing, public relations, communications or journalism post-secondary education
- Ability to think creatively and approach communication from new angles
- Strong research methods and skill
- Ability to critically review data and document and report on the research
- Ability to develop and maintain effective working relationships both internally and with outside agencies
- Proficiency with office software, such as Microsoft Word, Excel and PowerPoint, email programs such as Outlook
- Demonstrated ability to work on multi-discipline teams, or independently, and meet deadlines
- Excellent communication skills, written and spoken
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- High values in teamwork, client service and professionalism
- Ability to apply creativity and innovative thinking to community focused solutions
- Demonstrated strong initiative, motivation, conscientiousness and dedication
- Is able to work unsupervised with a high level of productivity with the ability to seek and take direction
- Ability to be adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained
- Ability to think analytically and critically while problem solving to identify specific needs and potential solutions
- Ability to manage time and various activities effectively and efficiently while providing quality customer service
- Able to develop relationships and this will include strong interpersonal and communication skills, both written and verbal, collaboration, persuasion, conflict resolution, and active listening
- Fluent Mi'kmaq speaker and writer is an asset
- Have a valid driver's license and reliable transportation
- If all qualifications are equal, preference will be given to persons of Aboriginal ancestry

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 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. **Applicants MUST provide proof of Canadian Citizenship or Permanent Residency.***