

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Governance

Specific Claims Research Manager

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 *Governance* is currently looking for a motivated and knowledgeable candidate to fill the role of ***Specific Claims Research Manager***.

Position Overview

Under the direction of the Executive Director and reporting to the Director of Governance, the Specific Claims Research Manager is responsible for all research activities required to submit specific land claims and related issues for the CMM member communities. Supervision, planning, budgeting, and training activities are also the responsibility of the position. Supervision and direction to research staff, community presentations, and ongoing liaison with leadership and outside agencies are also included in this mandate.

Overview of Responsibilities:

- Supervising, planning, and overseeing the operations and fiscal requirements including budgets (within funding requirements and parameters) of research staff.
 - Coordinate and oversee the work and priorities of the staff.
 - Delegate, where applicable, and empower staff to take on responsibility for their jobs, tasks, and priorities.
 - Establish strategic direction, based on the requirements from the member communities and set performance and operational expectations for the staff.
- Research and prepare research documentation to determine basis for specific claims.
- Prepare claims, as required, for First Nations governments, Provincial, and Federal governments, Libraries, Archives, Universities, Church Archives, as well as public and private sectors, etc.
- Review accuracy and thoroughness of research data in orderly manner for legal opinion and submission to Specific Claims Branch of ISC
- Ensure Research staff adhere to the proper claims process and minimum research standards as outlined by Specific Claims Branch
- Provision of information to the CMM Legal Advisor for contract of legal opinion on claims and submission to Federal Government for claims settlement, Community Information Sessions, Policy, and protocol for the operation of the research unit
- Development and submission of annual workplans and long-term Strategic Plans for the Research Unit
- Creation of required Reports/Proposals/Financials to CIRNAC Funding Division, as required.

- Preparation of workplans for research staff
- Annual status reports on claims submitted, in progress, etc. to member bands.
- Community information sessions, reports to management and leadership the annual status of claims
- CMM representative and attend Annual Research Directors meetings in Ottawa, attend Annual National Research Workshops
- Preparation of news articles and educational materials, as requested.
- Manage the archival material and records housed at CMM.
- Ensures compliance with CMM Personnel and HR Policies
- Takes disciplinary action as required in accordance with the CMM Personnel Policy
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)
- Provides member communities with strategic direction and orientation packages for specific claims programs.
- Any other related duties as required will also provide information to other programs and initiatives of the CMM as requested by the Director of Governance or the Executive Director

Position Requirements:

The following qualifications are desired:

- Minimum of an undergraduate degree in a related field (i.e., history, anthropology, social science or related field)
- Minimum of 2 years of relevant experience including working with various forms of research methodologies
- Experience working with First Nation / Indigenous communities, First Nation service delivery organizations, and applicable government programming etc.
- Experience working in a fast-paced environment.
- Experience in leadership capacity and management skills

Skills/Abilities/Knowledge:

- Strong commitment to the member communities
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaq community, its political framework, and administrative/service programs.
- Working knowledge of First Nation Communities, First Nation service delivery organizations, and applicable government programming etc.
- Understanding of the Indian Act and Mi'kmaq Aboriginal and Treaty rights
- Ability to apply creativity and innovative thinking to community focused solutions.
- Skilled in areas of research, planning, analysis, report writing and presentation.
- Knowledge of federal and provincial legislation, programs, and services relative to Tribal Organizations
- Knowledge of human resources management, financial management, and project management
- Ability to professionally represent the CMM with clients, at meetings and other gatherings.
- Demonstrated strong initiative, motivation, conscientiousness, and dedication.
- Can 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.
- Proficient in Microsoft Office Suite, facilitation, presentation, and the use of various communication mediums (Meetings, training etc.)
- Ability to coordinate many tasks, people, and competing priorities.

Additional Position Requirements:

- Time in the office in front of a computer is required, in addition to experience using the Microsoft suite of products.
- It is physically demanding (Example: required to stand, lift items, etc)
- Travel within Nova Scotia will be required.
- There is an occasional requirement to work outside of normal working hours due to the requirements of the member communities and clients.
- Have a valid driver's license.
- Some familiarity with the Mi'kmaw language (an asset) or willingness to learn Mi'kmaw greetings.
- 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: \$60,000 to \$75,000 per year based on qualifications and experience.
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.***

September 14, 2023