

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Environment and Natural Resources Nuji Kelo'toqatijik Earth Keeper – Project Assistant

### 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 and Natural Resources (DENR) is currently looking for a motivated and knowledgeable candidate to fill the role of ***Nuji Kelo'toqatijik Earth Keeper***.

### Position Overview

Reporting to the Department of Environment and Natural Resources' (DENR) Forestry Manager, the Nuji Kelo'toqatijik Earth Keeper – Project Assistant will assist in protecting the natural world through environmental monitoring, reporting, educating on Mi'kmaw rights and responsibilities, and the revitalization and intergenerational sharing of Mi'kmaw Knowledge. The Nuji Kelo'toqatijik Earth Keeper – Project Assistant will also be responsible for performing other tasks as needed to share DENR's natural resources work within Mi'kmaq First Nation communities, such as attending meetings, assisting with project reports and presentations.

### Overview of Responsibilities:

- Participate in joint training and work with partnering organizations.
- Assist with building capacity with member communities to assist species at risk inventory work in and around community lands.
- Assist with efforts to protect and conserve various species at risk and enhance biodiversity throughout Mi'kma'ki.
- Assist with education and outreach to member communities including conducting workshops, training sessions, share traditional ecological knowledge and promote sustainable living practices.
- Assist in the development of educational and outreach materials to be used for youth education within Mi'kmaq communities and schools.
- Build and maintain relationships with member communities, including Elders and youth.
- Attend organizational meetings, advisory meeting, department meeting and branch meeting.
- Create and deliver presentations, attend periodic meetings, and take notes when requested by Senior Management Assist DENR staff with various additional duties as requested.
- Travel within Nova Scotia will be required.

### Position Requirements:

- Knowledge of traditional Mi'kmaq approaches to resource management;

- Knowledge of natural resources and environmental issues of concern to Mi'kmaq communities;
- Willing and able to work in all weather conditions;
- Excellent communication skills, written and spoken;
- Proficiency in MS Office (Word, Excel, PowerPoint and Access);
- Must have a drivers' license, reliable vehicle and the ability to travel.

**Position Assets:**

- Post-secondary education (bachelor's degree or college diploma) in a related field and/or several years of related experience considered an asset;
- Ability to multi-task in a fast-paced work environment and adapt to changes quickly;
- Experience working in or with First Nations communities; and
- Knowledge and experience with Mi'kmaq language.

**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: \$37,000 - \$48,000 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](mailto: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.***