

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Services and Infrastructure Renewable Energy 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 Community Services and Infrastructure (CSI) is currently looking for a motivated and knowledgeable candidate to fill the role of **Renewable Energy Project Assistant**.

Position Overview

Reporting directly to the appointed Manager of Community Planning and Development of The Confederacy of Mainland Mi'kmaq of Nova Scotia, the Renewable Energy Project Assistant will be comfortable and familiar with various types of renewable energies and have excellent communication and facilitation skills. In partnership with Clean Foundation, this position will work within a larger team established as the Clean Energy & Equity Network (CEEN). CEEN will work to increase the diversity and inclusionary policies in the energy and efficiency and renewable energy sector in Nova Scotia, as well as increase the knowledge of, and practical experience in, clean energy among Indigenous communities of Nova Scotia. The Renewable Energy Project Assistant will develop and deliver engaging, community-based workshops on clean and renewable energy through community engagement. This will be an exciting opportunity to join a meaningful new initiative and contribute to building knowledge and effective environmental change in Indigenous communities across Nova Scotia.

Overview of Responsibilities:

- In consultation and collaboration with communities, develop workshops on clean energy for communities of The Confederacy of Mainland Mi'kmaq of Nova Scotia.
- Facilitate and deliver these workshops for community members of all ages.
- Create or support the creation of clean energy literacy resources and materials for these communities.
- Remain current on renewable energy & energy efficiency education.
- Support the CEEN working group by reporting back results of these community workshops.
- Work effectively and respectfully with subject matter experts, community partners and stakeholders.
- Perform all other duties/projects as assigned by the CEEN working group and The Confederacy of Mainland Mi'kmaq

Position Requirements:

- Experience in community education, e.g., facilitating, and leading workshops with adults and working with diverse groups.
- Post-secondary degree considered an asset.
- Experience working with diverse communities throughout the province, experience working in employment and education initiatives with underrepresented communities will be an asset.
- Experience working within programs that focus on energy efficiency, renewable energy and the transition to a low-carbon economy will be considered an asset.
- Working knowledge of Microsoft Office Suite of programs.
- Team player, willingness to learn, optimistic.
- Strong organizational and time management skills.
- Strong written and oral communication skills.
- Must be able to complete and pass a criminal background check.
- Must have a valid Canadian driver's license and have access to reliable transportation

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

*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***