

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Services & Infrastructure Community Planner

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 & Infrastructure (DCSI) is currently looking for a motivated and knowledgeable candidate to fill the role of **Community Planner**.

Position Overview

Under the direction of the Director of Community Services and Infrastructure, and reporting to the Manager of Community Planning and Development, the Community Planner is responsible for developing, monitoring, and updating community plans for the CMM member communities.

Overview of Responsibilities:

- Coordinate and communicate with CMM member communities on community planning needs.
- Mentor and support Planning Coordinators in our member communities.
- Engage with community members on the development of their community plan.
- Analyze data collected from community engagement.
- Write and edit sections of the community plan.
- Other related duties to improve and support community planning for First Nations – advocacy, participation and representation in various venues, networking, etc.
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s).

Position Requirements:

- Post-secondary degree **or** diploma in Community/Urban Planning, Environmental Planning, or related field.
- Experience in comprehensive community planning and project development, implementation, and management.
- Strong facilitation and engagement skills
- Strong research and writing skills.
- Ability to develop policies and plans as needed.
- Ability to anticipate change to help communities meet challenges such as social, physical, and environmental impacts of population growth.

- Excellent communication and presentation skills, both written and spoken.
- Proficiency in MS Office (Word, Excel, PowerPoint, etc.).
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Ability to work independently and in a team environment.
- Successfully completed Criminal record check.
- Valid driver's license and reliable transportation with ability to travel within Nova Scotia as required.
- Ability to work outside of normal working hours due to the requirements of the member communities and clients.

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: \$50,000 - \$65,000 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***