

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Procurement Liaison

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 is currently looking for a motivated and knowledgeable candidate to fill the role of **Procurement Liaison**.

Position Overview

The CMM is looking for a qualified individual to assist Mi'kmaq communities and businesses navigate the federal procurement processes used to buy goods and services and increase access to government supply chains. The Procurement Strategy for Indigenous Business (PSIB) is a federal initiative that reserves, or "sets aside" certain contracts exclusively for competition among qualified indigenous Businesses.

Overview of Responsibilities:

- Promote, encourage, assist and support procurement initiatives/information to ensure The CMM and membership bands are aware of the business opportunities available to them.
- Negotiate and secure funding and/or financing for procurement and training projects with governments (federal, provincial, and municipal) or other agencies for The CMM or member bands.
- Provide information, materials and resources to Mi'kmaq communities and to facilitate the administration and coordination of workshops and conferences.
- Prepare funding proposals through the identification of training needs created by internal or external needs of The CMM or member bands that could impact future areas of development.
- Develop and compile research aimed at improving current partnerships and generating new partnerships.
- Assist The CMM and Indigenous businesses access information regarding participation in government procurement opportunities.
- Assist Government buyers and decision makers access information regarding Indigenous community capacities.
- Participating in the development and delivery of government procurement-focused training and workshops.
- Represent The CMM at various events including speaking opportunities and participating in tradeshow.

Position Requirements:

- Post Secondary degree or certificate program in Management, Economic Development or Administration.
- Knowledge of government and private industry programs with respect to Procurement.
- Working knowledge of the political and social environment of Nova Scotia First Nation communities.
- Knowledge of feasibility, marketing, and communication plans.
- Must have a valid driver's license, vehicle, and ability to travel.
- Ability to communicate effectively, orally and written.
- Experience using computer programs such as MS Word, Excel, PowerPoint, and Internet/Email.
- Effective interpersonal skills, high level of initiative and motivation.
- Ability to work a standard thirty-five (35) hours per week; however, the ability to work flexible hours may be required.
- A minimum of 1 – 3 years' experience in a similar position.

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: \$65,000 - \$80,000 per year. This is a one year contract position with the possibility of renewal.

Application Deadline: Position 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. **Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.***