

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Community Services & Infrastructure *Housing Capacity Officer*

### **About CMM**

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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 located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 100 Employees. The CMM's Department of Community Services & Infrastructure is currently looking for an energetic, mature, and independent candidate to fill the role of **Housing Capacity Officer**.

### **Position Overview:**

Under the direction of the Director of Community Services and Infrastructure and reporting to the Community Infrastructure Program Manager, the Housing Capacity Officer, plays a critical role in the overall delivery of the Confederacy of Mainland Mi'kmaq housing services and the capacity development of participants in the Atlantic Indigenous Youth Development Project (AIYDP).

The Housing Capacity Officer is primarily responsible for facilitating the acquisition of tools in terms of knowledge, skills, training that will allow CMM member communities work toward self-sufficiency in housing, continuing to build the foundation of the organizations housing services and providing the supports required by First Nations community housing departments to advance the renovation of existing units and the development of new units within participating member communities.

### **Responsibilities:**

- Assisting in enhancing the capacity of CMM member communities to plan more effectively, build, inspect, manage and maintain housing.
- Evaluating the capacity and training needs of CMM member communities
- Planning and preparing training activities and tools as required by CMM member communities.
- Acts as the central Mentor/ Coach to participants in the Atlantic Indigenous Youth Development Project, guiding their professional development, supporting their work within the community, supporting their training, and providing overall support as they develop their project management skills.
- Works with client First Nation communities to establish plans for the renovation of existing housing units and the development of new ones.
- Actively works to assist with leveraging the funding required to advance renovation and development of existing and new housing units based on established plans.
- Reviews all proposed housing projects and works to protect the community's interest and investments.
- Provides support and guidance to AIYDP participants in the drafting and development of proposals that access funding from governmental and private sector partners.
- Oversees and monitors the progress of projects including schedules and budgets.
- Attends or makes presentations forums and seminars when required.
- Maintain a good knowledge of current practice, and stay current with construction costs, general housing market conditions, and project management techniques.
- Actively assisting communities with Housing Policy updates and revisions

**Position Requirements:**

- Certificate or diploma in a related field of study (e.g., construction management, architectural technician, urban studies, related red seal trade certification) or significant related work experience.
- Two to five years project management experience preferably in a construction/housing field.
- Knowledge directly related to First Nation's Housing will be considered an asset.
- Ability to apply creativity and innovative thinking to community focused solutions.
- Excellent writing, communication, and organizational skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access).
- 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.
- Experience working in or with First Nation communities with a knowledge of current First Nation Community challenges and opportunities relating to housing an asset.
- Fluency in Mi'kmaq language (spoken and written) an asset.

**Salary/Employment Term:**

Salary range: \$45,000 to \$60,000 per year based on qualifications and experience. This is a one (1) year contract position with the opportunity for renewal and subject to the policies and practise of the CMM. The CMM offers a substantial benefits package to all employees.

**Application Deadline: Posted 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 up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate will be required to submit a current criminal record check. Applicants must provide proof of Canadian Citizenship or Permanent Residency.*