

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Aquatic Resources and Fisheries Management

Project Lead

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 Aquatic Resources and Fisheries Management (DARFM) is currently looking for a motivated and knowledgeable candidate to fill the role of **Project Lead**.

Position Overview

Under the direction of the Director of Aquatic Resources and Fisheries Management and reporting to the Manager of Aquatic Ecosystems, the Project Lead will be responsible for developing and executing research projects related to freshwater ecosystems and aquatic resource management while also providing technical advice to existing processes within the organization. They will also be responsible for writing proposals, liaising between stakeholders, documenting research activities; managing project budgets, conducting field work in all weather conditions, water quality monitoring; performing instream restoration work; managing their own research agenda and work plan; writing final reports and newspaper articles, applying for permits, promoting scientific capacity within Mi'kmaq First Nations Communities; and presenting research and results to different advisory committees and stakeholders.

Overview of Responsibilities:

- The coordination and successful completion of freshwater ecosystem projects and activities focused on fish habitat and species at risk.
- Ensure project stays on track to meet deadlines, monitor, and report progress to management and funders.
- Perform administrative duties, including: creating and maintaining budgets, documenting expenses, drafting progress and final reports.
- Develop aquatic resource management project ideas and proposals as guided by the departmental advisory committee; and submitting for management's review.
- Preparing and submitting scientific research permits and/or amendments and ensuring compliance with all Federal and Provincial regulations.
- Adhering to safety guidelines while using project equipment; and proactively identifying safety concerns and constraints.
- Conducting literature reviews, surveys, and other research as directed by Division Manager; and, organizing research, reference materials, and other related materials in an easily assessable manner.

- Organize fieldwork logistics and ensure safe and effective working conditions for all personnel assisting on projects (community members, field technicians, other CMM staff assisting with field work, summer students, etc.).
- Write reports and deliver presentations and briefings for management, our advisory committee and member Mi'kmaq communities.

Position Requirements:

The following qualifications are desired:

- Post-secondary degree or diploma in science or technology (aquatic related preferred), or equivalent experience.
- Minimum two-years of relevant working experience with environmental monitoring projects
- Experience working in or with First Nation communities.
- Experience in project coordination and management, budgeting/finances and report writing.
- Proficiency in MS Office (Word, Excel, PowerPoint, etc.)
- Knowledge of research methodologies and standards pertinent to environmental issues related to aquatic resource and oceans management.
- Have a valid driver's license and reliable transportation.
- Travel within Nova Scotia will be required
- Ability to perform physically demanding outdoor work in and around water.

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.***