

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Human Resources Generalist

### 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 Finance and Administration is currently looking for a motivated and knowledgeable candidate to fill the role of **Human Resources Generalist**.

### Position Overview

Under the direction of and reporting to the Manager, Human Resources (HR), the **Human Resources Generalist** is responsible for assisting in the planning, organizing and evaluation of the operations of the Human Resources department. They support the development and implementation of policies, programs and procedures regarding human resource planning, recruitment, training and development and job evaluations. Other duties will be assigned, as necessary.

### Overview of Responsibilities:

- Support organization wide and department recruitment (including, but not limited to, pre-screening candidates, interviews, and employment offers), onboarding, orientation, and other duties as directed.
- Serve, when required, as a link between management and employees for policy and practice questions, interpreting, and administering contracts and helping resolve work-related issues, under the guidance of the HR Manager.
- Maintain records and compile statistical reports concerning personnel-related data such as recruitment, exits and absenteeism rates, demographics, and other reporting as necessary.
- Consistently maintain staff records in HRIS – including salary updates, training and development tracking, absenteeism, employment milestones;
- Be familiar with federal and provincial legislation as well as industry trends.
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels.

### Position Requirements:

- Ability to work independently in a high pace environment and as part of a dynamic team;
- Minimum 1-year experience with HR disciplines including (but not limited to) benefits administration; total compensation; employee onboarding/offboarding; orientation and training & development;
- Knowledge or experience with a variety of HR Software Applications (i.e. Korn Ferry Architect, BambooHR, Sage, etc.) is an asset;
- Adept communication skills (both spoken and written); high degree of work ethic; strong time management and interpersonal skills are required;
- Respect for discretion, confidentiality and exceptional attention to detail is required;
- Knowledge of and continuous reviewing of Nova Scotia Labour Code and Federal Labour Standards/legislation is required;

- College Diploma or University Degree, with concentration in Human Resources, Public Relations, Communications, or other related discipline, is an asset. (Recent graduates are encouraged to apply). In lieu of education, direct experience within an HR environment (minimum of 2 years) will be considered.
- Proficiency in with Microsoft Office Suite.
- **Recent graduates of the NSCC HRM Advanced Diploma program, and comparable programs offered through NBCC, Holland College and College of the North Atlantic, who also meet the experience requirement, are encouraged to apply.**

#### Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is an organization which is committed to providing exceptional work/life balance to its employees. **As such, we are currently testing a four-day work week. Staff who qualify work 28 hours per week but are paid for 35 hours. We also offer flexible daily start and end time.**

(\*This test will continue until further notice and may be adjusted to meet organizational needs as required.)

In addition, as a full-time employee you can expect:

- An atmosphere that is a great mix of fun and professionalism, and deeply 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 minimum of 1 week additional 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: \$45,000 - \$60,000 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](mailto:HR@cmmns.com)**

#### **PLEASE NOTE**

*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 who also qualify for an interview will be contacted.**

**Applicants must provide proof of CURRENT Canadian Citizenship or Permanent Residency.**

*Depending upon position, successful candidates may be required to submit a current criminal record check.*