

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Governance

### Legal Administrator

#### **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 Governance is currently looking for a motivated and knowledgeable candidate to fill the role of **Legal Administrator**.

#### **Position Overview**

Reporting to the Director of Governance, the Legal Administrator is responsible for the coordination and provision of legal services in support of the work of the Department of Governance.

#### **Overview of Responsibilities:**

- Coordination, preparation, review and execution of Estate documentation including Wills, Enduring Powers of Attorney, Personal Directives for Medical Care.
- Preparation and Execution of other legal documents such as affidavits, statutory declarations as required.
- Manage community inquiries and outreach in support of the work of the Department of Governance.
- Reviewing and proof-reading documents to ensure compliance.
- Research and compilation of developments in legislation, regulations, First Nations Laws, legal articles, case law and secondary sources to support the ongoing work of Department of Governance.
- Coordination and support of technical table dedicated to Mi'kmaq By Law working group.

#### **Position Requirements:**

- University degree, diploma or certificate program in Paralegal studies, Business Administration, or its equivalent.
- Minimum 1 year working experience in Wills and Estates, Municipal Law, and Administrative law.
- Appointment as Commissioner of Oaths is an asset to this position.
- Candidate must show strong interpersonal skills, discretion, tact, and good judgement in the handling of sensitive, personal legal matters.
- Good record keeping and proven ability to maintain confidentiality.
- Possess in cultural sensitivity and awareness of Mi'kmaq communities.

- Experience working in a complex quasi-governmental or non-governmental environment.
- Experience working with Mi'kmaq communities, First Nation service delivery organizations, and applicable government programming, etc.

### **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: \$60,000 - \$67,000 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)**

*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.***