

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Governance

Education Advisor (*Maternity Leave*)

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 seeks a motivated and knowledgeable candidate to fill the one (1) year maternity leave term of **Education Advisor**.

Position Overview

Under the direction of the Director of Governance, the Education Advisor will work with communities to provide funding, support, and guidance for post secondary students. The Education Advisor will maintain and monitor a budget for the fiscal year, make internal and external reports as required, and coordinate information sessions one-on-one and within community.

Overview of Responsibilities:

- Support and guide students by assisting with applications, finding scholarships, creating informational materials, and preparing for the school year with in-person meetings with students and their support network.
- Develop and coordinate a Post Secondary Education Program, plan information sessions for applicants, organize career days, and represent The CMM on various committees.
- Assist with curriculum development for internal departments if needed.
- Prepare and monitor a program budget for the academic and fiscal year.
- Submit monthly reports to the Senior Director as required and seek education and training to remain culturally responsible and sensitive to clients' needs.

Position Requirements:

- Bachelor's degree or diploma in a related field (education, social services) and at least one-year of relevant working experience.
- Experience working with First Nation/ Indigenous communities and an understanding of the Mi'kmaq community, education system, political framework, and government programs.
- Creative thinking for community-focused solutions
- Strong interpersonal and communication skills, including advocacy and conflict resolution
- Proficiency in Microsoft Office Suite and various communication mediums
- Reliable transportation and willingness to travel, including during occasional non-regular work hours.
- Recent background checks required.
- Some familiarity with the Mi'kmaq language or willingness to learn greetings is an asset.

Why work with us?

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

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

- 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 the 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: \$45,000 - \$55,000 per year. This is a one (1) year contract position to ensure the continuation of the program during a maternity leave.

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

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 applicants who provide an up-to-date CV and cover letter and qualify for an interview will be contacted.

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

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