

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Employee Relations Coordinator

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 **Employee Relations Coordinator**.

Position Overview

Under the direction of and reporting to the Human Resources Manager, the **Employee Relations Coordinator (ERC)** provides employment-related guidance and support to management and employees. This position will work to prevent and resolve problems or disputes and assist in enforcing policies in the workplace. The ERC will carry out responsibilities with performance management, discipline, records retention and employee relations, and ensure effective, thorough, and objective investigations where necessary. This position will also support the Human Resources department with administrative duties as required.

Overview of Responsibilities:

- Support and counsel employees in addressing workplace issues, advocating for employees when appropriate, and acting as a liaison between employees and supervisors.
- Provide guidance and implement recommendations for successful resolution of personnel and performance issues while supporting the internal investigation process through to completion as required.
- Advise departmental managers on interpretation and administration of personnel policies and programs.
- Assist with discipline documentation and processes to ensure timely, consistent, and appropriate intervention.
- Support in overall recruitment and selection for the organization.
- Oversee the employee training and development process and make recommendations for improvement.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages. Etc.
- Study federal and provincial legislation and familiarize themselves with industry trends.
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels.
- Assist in compiling relative HR metrics, analyzing, reporting, and identifying trends with recommendations provided.
- Assist with the administration of leaves of absence and return-to-work program.

Position Requirements:

- College Diploma or University Degree, with concentration in Human Resources, Public Relations, or other related discipline.
- Minimum 2 years work experience in the field of Human Resources, employee relations, or related field.

- Proficiency in with Microsoft Office Suite of software.
- Working knowledge of Nova Scotia Labour Code and Federal Labour Standards.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Excellent communication skills – both written and oral.
- Successful completion of Criminal Records Check.
- Valid Driver's license and ability to travel within Nova Scotia if required.

Position Assets (not required):

- Knowledge of Korn Ferry Job Evaluation theory and management, Korn Ferry Architect is an asset, but not required
- Familiarity and ability to work with HRIS software (ADP, BambooHR, Sage, Peoplesoft, or others an asset but not required).
- Working knowledge of Mi'kmaw culture, communities, and organizations.

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), Health Spending Account, etc;
- Day 1 enrollment with Employer matched pension plan;
- Generous amounts of **time off** including:
 - Statutory Holidays *plus* St. Anne's Day and Aboriginal Day (15 total)
 - Paid Summer Break (2 weeks),
 - Paid Christmas Break (2 weeks)
 - Minimum of 1 week additional/discretionary vacation time (up to 2 weeks with 10 years of service).
 - Paid Family Days to support family members during illness, for appointments, etc.
- Social Committee activities including 2 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: **\$55-60,000.00** per year (depending on experience and experience). 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

PLEASE NOTE

We are an equal opportunity employer; however, **qualified First Nations applicants are 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.

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