

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Community Services and Infrastructure

Land Stewardship Officer

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 Community Services and Infrastructure (DCSI) is currently looking for a motivated and knowledgeable candidate to fill the role of **Land Stewardship Officer**.

Position Overview

Under the direction of the Director of Community Services and Infrastructure, and reporting to the Mi'kmawey Green Communities Program (MGCP) Manager, the Land Stewardship Officer is responsible for gathering solid waste management data on areas of concern, preparing education materials and equipment for workshops and community events, disposal of waste from community events and other requests properly, completing an inventory of department equipment, the organization of storage unit and gear, delivering sorting materials to Community Members, providing information and updates at advisory committee meetings, delivering workshops / meetings regarding recycling, waste separation, and other related topics of interest to Communities, working in Communities on pilot projects regarding solid waste, participating in community events.

Overview of Responsibilities:

- Work closely with assigned Communities and will be required to travel regularly
- Facilitating training with Community project leads on in-home waste sorting and other solid waste management topics.
- Deliver support and education to Communities around proper disposal
- Co-ordinate non-traditional waste pickups, household hazardous waste items, electronics and tire collection
- Monitoring Community Compost stations and ensure stations are equipped with the appropriate tools.
- Assist Community members with any issues that may arise
- Set up and attend Community events and assist with proper waste management
- Dispose of waste properly at municipal facilities or at recycling depots
- Collaboration with CMM member communities on future project activities for each fiscal based on information gathered and observed
- Prepare project reports and photos on completed field duties.
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)
- Relay feedback from communities to Project Coordinator and Program Manager.

Position Requirements:

- Knowledge of research methodologies and standards pertinent to environmental issues related to waste management
- Knowledge of current First Nation Community challenges and opportunities relating to solid waste management

- Demonstrated ability to work effectively with other departments, on multi-discipline teams, or independently, and meet deadlines
- Excellent communication skills, written and spoken
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access)
- Ability to apply creativity and innovative thinking to community focused solutions
- Ability to be adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained
- Ability to think analytically and critically while problem solving to identify specific needs and potential solutions
- Ability to manage time and various activities effectively and efficiently while providing quality customer service
- Ability to coordinate many tasks, people and competing priorities
- Ability to think strategically and able to look at the larger picture
- Travel within Nova Scotia will be required
- Have a valid driver's license and reliable transportation

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. The CMM operates a four-day work week. We also offer flexible daily start and end time. 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: \$45,000 - \$55,000 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.***