

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Services & Infrastructure *Housing Capacity Development Coordinator*

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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 & Infrastructure (DCSI) is currently looking for an energetic, mature, and independent candidate to fill the role of **Housing Capacity Development Coordinator**.

Position Overview:

Under the direction of the Director of Community Services and Infrastructure, and reporting to the Community Development and Housing Manager the Housing Capacity Development Coordinator is responsible for facilitating the acquisition of tools in terms of knowledge, skills, training and resources that will enable CMM member communities to work towards self-sufficiency in housing.

In addition to the developing the housing capacity of CMM member communities and Tribal Council, the Housing Capacity Development Coordinator will explore on the design of an effective Housing Advisory service that meets the needs of CMM member communities.

This position is an exceptional opportunity for a result driven relationship builder and team player to expand his or her career with the CMM, an organization where you are valued and respected, recognized for your contributions and that is committed to providing a work environment where you are inspired to make a difference.

Responsibilities:

- Planning, preparing and facilitating housing related training activities and tools as required by CMM member communities.
- Recruit and mentor participants in the Atlantic Indigenous Youth Development Project, supporting their professional development and project management skills.
- Provide support and guidance to AIYDP participants in the drafting and development of Proposals.
- Develop a multi-year housing capacity development plan and provide training opportunities for housing administrators annually to meet identified community housing needs
- Attend or deliver presentations during forums and seminars when required.
- Actively assist communities with Housing Policy updates and revisions
- Any other related duties as required and as requested by the Executive Director or Director, such as participating in committees or special projects.

Position Requirements:

- Certificate or diploma in property management or two to three years work experience in the following fields: First Nation Housing, social program delivery and management, property management, asset management. An equivalent combination of education and experience may also be considered
- Knowledge directly related to First Nation Housing is an asset.
- Ability to apply creativity and innovative thinking to community focused solutions.

- Excellent writing, communication, and organizational skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access).
- Ability to work independently and in a team environment.
- Criminal record check and Valid driver's license required.
- Flexibility to work outside regular working hours as needed.
- Experience with or knowledge of First Nation community housing issues is preferred.
- Fluency in Mi'kmaq language (spoken and written) an asset.

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: \$55,000.00 to \$68,000.00 per year based on qualifications and experience. This is a one (1) year contract position with the opportunity for renewal.

Application Deadline: Position 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 up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate will be required to submit a current criminal record check. Applicants must provide proof of Canadian Citizenship or Permanent Residency.*