

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Governance

By-Law Enforcement Manager

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 **By-Law Enforcement Manager**.

Position Overview

Under the direction of, and reporting to the Director of Governance, the By-Law Enforcement Manager is responsible to assist in the planning, organizing and evaluation of the CMM Community By-Laws Enforcement Program. They will provide support in the development and implementation of policies and procedures regarding community By-Law enforcement planning, recruitment, and training. The Manager will also ensure that CMM's member communities are engaged in the project and policy development with regard to Community By-Laws Enforcement. They may be occasionally required to working evenings and weekends to accommodate activities such as meetings, program delivery, or representing CMM at public events. Other duties will be assigned as necessary.

Overview of Responsibilities:

- Arrange information sessions to for community consultation and engagement to identify their challenges, priorities, and other by-law enforcement needs.
- Locate by-law specific funding opportunities and prepare project proposals.
- Liaise with community members in each of the eight bands, leadership, administration, police, as well as municipal, Provincial, and Federal authorities.
- Provide support in the development and implementation of by-law agreements for each of the eight bands with consideration of community-based recommendations.
- Assist in the creation of a by-law development toolkit for Mi'kmaq leadership that outlines steps in developing, passing, and enforcing by-laws.
- Outline the procedural powers and best practices required to carry out by-law enforcement and the development of a Mi'kmaq ticketing system.
- Build capacity within communities on the topic of by-laws, enforcement, jurisdiction, and restorative justice principles, addressing the confusion relating to by-laws within the Indian Act.
- Prepare educational material for print, presentation, social media, and CMM website.
- Prepare budget and process invoices to ensure work is within the outlined budget.

- Develop and implement a professional development and training program for each fiscal year.
- Submit a monthly performance report of work plan items completed to the Director of Governance.
- Attend staff meetings and any training identified by senior management staff.
- Continually seek education and training to remain culturally responsible and sensitive to needs of communities.
- Any other related duties as required and will also provide information and research to other programs and initiatives of the CMM as requested by the Director of Governance or the Executive Director.

Position Requirements:

The following qualifications are desired:

- Post-secondary degree or diploma in a related field
- Minimum of three years of relevant experience
- Experience working with First Nation / Indigenous communities, First Nation service delivery organizations, and applicable government programming etc.
- Experience working in a fast-paced environment.
- Experience working with By-Law enforcement will be considered 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. 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 - \$70,000 per year. This is a one-year probationary contract with possibility of 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 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.***