

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance & Administration

Student Recruitment and Internship 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 & Administration (DFA) is currently looking for a motivated and knowledgeable candidate to fill the role of **Student Recruitment and Internship Coordinator**.

Position Overview

Under the direction of the Human Resources team, the Student Recruitment and Internship Coordinator serves as a liaison between Mi'kmaq students, youth, and interns and the departments across The CMM. The role designs and delivers culturally grounded engagement and development opportunities; coordinates workplans and supports for internship and student placements; and ensures programs and services are delivered in ways that are culturally safe, trauma-informed, and aligned with community priorities. Some evening/weekend work (including during summer shutdown when required) may be necessary to support events, programming, or representation at community gatherings.

Overview of Responsibilities:

- Build and maintain strong relationships with Mi'kmaq communities, schools, youth councils, Elders, Knowledge Keepers, and youth-serving organizations.
- Establish partnerships with funding bodies and external partners to expand opportunities for students and youth.
- Lead recruitment and outreach activities (e.g., CMM Days, employment information sessions, community career events).
- Develop and deliver culturally relevant programs, workshops, gatherings, and leadership opportunities that centre Mi'kmaq identity, culture, and ways of knowing.
- Coordinate training and skills-development opportunities for students, youth, and interns; support OH&S orientations and required compliance training.
- Work with CMM departments to develop clear workplans, schedules, and supervision structures for each participant.

Position Requirements:

- Post-secondary degree or diploma in a relevant field (e.g., Social/Community Supports, Indigenous Studies, Project Management, Human Resources, Education) or an equivalent combination of lived and work experience.

- Demonstrated experience working alongside Indigenous (First Nations, Métis, Inuit) youth and communities.
- Knowledge of Mi'kmaw/Indigenous cultures, protocols, teachings, and community dynamics; ability to integrate cultural elements into programs.
- Excellent communication, facilitation, and training skills (written and oral).
- Organization, time and attendance management; ability to work both independently and as part of a team.
- Comfort with Microsoft 365 and digital engagement tools/social media.
- Travel within Nova Scotia as required.
- Ability to work outside normal hours on occasion in response to community/client needs.
- Some familiarity with the Mi'kmaw language is an asset or willingness to learn.
- Valid driver's license and reliable transportation (personal vehicle required).

Equity & Preference: We strongly encourage applications from Indigenous candidates. Where qualifications are equal, preference may be given to Mi'kmaw/Indigenous (First Nations, Métis, Inuit) applicants in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

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: \$49,071 - \$53,076 per year. This is a one-year probationary contract with opportunity for renewal.

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.***