

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Aquatic Resources and Fisheries Management

Program 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 **Aquatic Resources and Fisheries Management (DARFM)** is currently looking for a motivated and knowledgeable candidate to fill the role of **Program Manager**.

Position Overview

Reporting to the Director of DARFM, the DARFM Program Manager will be responsible managing the day-to-day processes of DARFM staff, projects and agreements related to fish, fish habitat and oceans sciences. This will include supervising staff, developing work plans, writing proposals, planning, executing, and finalizing projects. The DARFM Program Manager will also be responsible to perform other tasks as needed such as working with community employees, attending meetings, preparing final project reports and presentations along with any duties that may arise throughout assigned projects.

Overview of Responsibilities:

- Successful leadership and management of DARFM Projects.
- Explore funding opportunities and develop projects as recommended by CMM Communities.
- Meet annual DARFM objectives, goals and deliverables as outlined in funding agreements, the DARFM Strategic Plan and as directed by the DARFM Advisory Committees.
- Provide oversight and guidance to staff on projects and ensure they are adhering to funding deadlines and budgets.
- Coordinate and oversee work plans and priorities of the staff.
- Complete performance evaluations for project(s) staff.
- Identify and recommend department policies, processes, and staff training to the Director.
- Identify capacity development and training opportunities for communities and staff.
- Liaise with and develop working relationships with project and funding partners, as needed.
- Write reports and deliver presentations and briefings for management, as required.
- Continually seek education and training to remain culturally responsible.

Position Requirements:

- Post-secondary degree or diploma in management, science, education, or a related field
- Two-years of relevant working experience in a related field
- Experience working in or with First Nation communities.

- Experience working in a fast-paced environment.
- Knowledge of fish and fish habitat protection related issues and/or policies.
- Knowledge of First Nations culture, history and current affairs.
- Good understanding of the Indian Act and Mi'kmaq aboriginal and treaty rights
- Demonstrated ability to work effectively with other departments, on multi-discipline teams, or independently, and meet deadlines.
- Excellent communication and presentation 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, etc.)
- Ability to be organized, adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained.
- Time in the office in front of a computer is required, in addition to experience using the Microsoft suite of products.
- Travel within Nova Scotia will be required.
- Must have the ability to perform physically demanding outdoor work in and around water.
- There is an occasional requirement to work outside of normal working hours due to the requirements of the member communities and clients.
- Fluent Mi'kmaq speaker and writer is an asset.
- Have a successfully completed Criminal record check.
- 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. 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: \$61,714 - \$86,400 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.***