

# EMPLOYMENT OPPORTUNITY



## **The Confederacy of Mainland Mi'kmaq Department of Operations**

### **Outreach and Internship Program 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 Operations (DO) is currently looking for a motivated and knowledgeable candidate to fill the role of **Outreach and Internship Program Coordinator**.

#### **Position Overview**

Under the direction of the Human Resources team, the Outreach and Internship Program Coordinator serves as a liaison between Summer Interns, Students and Youth (both First Nation and Non-First Nation) across all Nine (9) departments of The CMM. The role supports delivery of both internal and external engagement opportunities; coordinates workplans along with other 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.

#### **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.

- Knowledge of Mi'kmaw/Indigenous cultures, protocols, teachings, and community dynamics; ability to integrate cultural elements into programs.
- Demonstrated experience working alongside Indigenous (First Nations, Métis, Inuit) youth and communities
- 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](mailto: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.***