

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Social Enterprise and Economic Development

Project Assistant

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 Social Enterprise and Economic Development (SEED) is currently looking for a motivated and knowledgeable candidate to fill the role of **Project Assistant**.

Position Overview

Reporting to the Director of Social Enterprise and Economic Development, the Project Assistant - Business Development will support the planning, coordination and implementation of business development initiatives within the department.

The Project Assistant will assist with administrative, financial and coordination tasks related to business stream development, including product development, market analysis, projections and goal setting, marketing activities, financial tracking, client relations and engagement with the Business Development Network of Economic Development Officers from member communities.

This role will also support departmental operations through invoicing, procurement, travel coordination, and budget tracking.

Overview of Responsibilities:

- Assist in the coordination and implementation of departmental business development initiatives and projects.
- Provide administrative support related to business stream development planning including product development, market research and marketing coordination including social media.
- Assist in implementing social media strategy, compiling market analysis data, business intelligence and research to support program and project decision-making.
- Support the preparation of business projections, workplans and performance tracking documents.
- Maintain and update financial tracking tools (Excel) for budgets, expenditures and forecasting activities.
- Prepare and process travel arrangements and travel claims in accordance with organizational policies.
- Support client relations activities, including scheduling meetings, preparing materials and maintaining communication records.

- Build and maintain working relationships with member communities, partners, and stakeholders.
- Attend departmental, organizational, and external meetings; take notes and provide summaries as required.
- Assist with community engagement activities and outreach initiatives.

Position Requirements:

- Diploma or certificate in business administration, office administration, finance, or a related field
- 1–2 years of experience in an administrative, project support, or business environment
- Experience supporting financial processes such as invoicing, budgeting, or expense tracking
- Proficiency in Microsoft Office Suite, with strong emphasis on Microsoft Excel (spreadsheets, financial tracking, formulas, reporting)
- Strong organizational, time management, and multitasking abilities
- Excellent written and verbal communication skills
- Experience supporting business development, entrepreneurship, or economic development initiatives
- Familiarity with market research, financial projections, and business planning processes
- Experience working with First Nations/Indigenous communities or organizations
- Experience working in a fast-paced environment with competing priorities

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: \$41,823.00 - \$56,300.00 per year. This is a 12-Month contract with opportunity for renewal (pending successful one-year probationary contract).

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. **Candidates must be legally entitled to work in Canada. Proof of work authorization will be required upon offer of employment.***