

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Community Services & Infrastructure Research & Education Officer

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 *Community Services & Infrastructure (CSI)* is currently looking for a motivated and knowledgeable candidate to fill the role of **Research & Education Officer**.

Position Overview

Under the direction of the Senior Director of Community Services and Infrastructure and reporting to the Mi'kmawey Green Communities Program (MGCP) Manager, the Mi'kmawey Green Communities Research and Education Officer is responsible to communicate with and address the solid waste management needs of each of the member communities, through the facilitation of research and education material.

Overview of Responsibilities:

- Work closely with assigned communities and this includes assisting leadership with proposals and providing communities with support
 - Identify opportunities and funding for Communities
 - Work with a variety of people including but not limited to community members, community leaders, government, and contractors
 - Work in Communities on pilot projects regarding composting and in-home sorting of waste
 - Develop and lead community events and workshops
 - Develop, plan, implement and facilitate community engagement workshops / meetings regarding recycling, waste separation, and other related topics of interest to Communities
 - Participating in community events
 - Purchase supplies for community events and workshops, if approved
 - Create educational materials promoting waste diversion, non-traditional waste and establish a pick-up schedule for such items in each Community
 - Complete research and review of needs assessments, solid waste audits, community profiles etc.
 - Plan new projects, as required
 - Conduct research, as required, to support the development of proposals
 - Write reports and prepare PowerPoint Presentations for Management
 - Assist the Communications Officer with content for articles and communication material, as required
 - organizing and presenting at advisory committee meetings with community leadership, municipalities and other stakeholders
 - Attend periodic meetings that may be required and/or requested by the Senior Director
 - Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)
 - Any other related duties as required and as requested by the Executive Director or Senior Director, such as to participate on committees or special projects
-

POSITION REQUIREMENTS:**EDUCATION/CERTIFICATION/EXPERIENCE:**

The following qualifications are desired:

- A minimum of a Diploma in an Environmental Field (Example: waste management, environmental studies, environmental sustainability)
- Two to three years of experience in a similar role such as in waste management and project management and/or strategic planning
- Experience working in or with First Nation communities
- Experience working in a fast-paced environment

SKILLS/ABILITIES/KNOWLEDGE:

- Demonstrated ability to work effectively with other departments, on multi-discipline teams, or independently, and meet deadlines
- Excellent communication skills, written and spoken
- Proficiency in MS Office (Word, Excel, PowerPoint, and Access) and experience in managing budgets
- Ability to apply creativity and innovative thinking to community focused solutions
- Demonstrated strong initiative, motivation, conscientiousness and dedication
- Is able to work unsupervised with a high level of productivity with the ability to seek and take direction
- Ability to be organized, adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained
- Ability to think analytically and critically while problem solving to identify specific needs and potential solutions

ADDITIONAL POSITION REQUIREMENTS:

- Travel within Nova Scotia will be required
- There is an occasional requirement to work outside of normal working hours due to the requirements of the member communities and clients
- Have a successfully completed Criminal record check
- Have a valid driver's license and reliable transportation

If all qualifications are equal, preference will be given to persons of Aboriginal ancestry.

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: \$45,000 - \$55,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline:

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.***