

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Governance

Tripartite Liaison Officer

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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 is located in the Millbrook Mi'kmaw Community in Nova Scotia and has over 100 Employees. The CMM's Department of Governance is currently looking for an energetic, mature and independent candidate to fill the role of a **Tripartite Liaison Officer**.

Position Overview

Reporting to the Director of Governance, the Tripartite Liaison Officer is responsible to co-ordinate the overall participation of CMM representatives in the Working Committees and Sub-committees of the Tripartite Forum.

Overview of Responsibilities

- Liaison between Tripartite Committees and The CMM Board.
- Co-ordinate the overall participation of The Confederacy of Mainland Mi'kmaq (the CMM) representatives in the Working Committees (WC) and Sub-committees of the Tripartite Forum and serve as alternate to The CMM representatives.
- Provide new Committee members and co-chairs with onboarding support.
- Work with various representatives to ensure agenda items and issues are brought forward for action and prepare briefing notes as required.
- Provide input to website, Tripartite Annual Report, the CMM Annual Report, and other documents as needed.
- Assist with administration of policy work, correspondence, liaison as needed.
- Participate in policy changes related to the Memorandum of Association and by-laws of the The CMM.
- Participate in changes related to personnel and financial policies changes of the The CMM.
- Prepare and provide budget updates as required and present quarterly budget to funding partners.
- Submit monthly reports as needed to The CMM Board and Director.
- Assist in preparation of a policy/procedure/protocol manual for the effective and efficient administration of the Tripartite Forum.

Position Requirements

- Minimum of a university degree, diploma or certificate program in business administration or related education.
- Minimum of one year of experience in a position with similar requirements.
- Experience working in a complex dynamic multi-stakeholder quasi-governmental or non-governmental environment.
- Experience working with First Nation/Indigenous communities, First Nation service delivery organizations, and applicable government programming, etc.
- Experience working in a fast-paced environment.

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: \$50,000 to \$65,000 per year depending on experience/qualifications. This is a **one-year** contract position with the opportunity for renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume and 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 up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***