

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Mi'kmaw Conservation Group/Clean Foundation Project Coordinator

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing seven, Mi'kmaq communities of mainland NS. 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 60 Employees. The CMM is currently looking for an energetic, mature and independent candidate to fill the role of a Mi'kmaw Conservation Group (MCG) Project Coordinator. The Project Coordinator position will be employed by the Clean Foundation and will be a full-time position. S/He will work out of the CMM's office in Millbrook and will work closely with MCG staff in carrying out their job duties.

### **Position Overview:**

The Project Coordinator will be the primary liaison with MCG and CMM's Member Communities. This successful candidate will take the lead on engaging community members to understand the historical extent of saltwater marshes in the Northumberland Strait and the plants and animals that lived in these habitats. The Project Coordinator will be responsible for seeking community input about the cultural significance of these habitats. He or she will design and deliver community engagement sessions to help communities understand the Project and its outcomes and to build community capacity to pursue restoration work in the future.

The Project Coordinator will also help oversee day-to-day Project operations, including purchasing supplies and materials; conducting site visits in partnership with other Project partners and student interns to identify potential restoration sites; analyzing data and writing reports; tracking expenditures to keep the project on budget; supporting the hiring and supervision of a Restoration Specialist who will take the lead on the technical aspects of the restoration work; assisting in the creation of educational and engagement materials in collaboration with Clean's EnviroEd and Communications staff; and assisting with ongoing Project evaluation.

### **Position Requirements:**

- Must have obtained a post-secondary degree in a scientific or environmental discipline, or equivalent work experience.
- Strong organizational skills with the ability to manage numerous, multi-sectoral stakeholders.
- Strong attention to detail while maintaining a high degree of accuracy.
- Experience working in or with First Nation communities.
- Good understanding of the Indian Act and Mi'kmaq aboriginal and treaty rights.
- Strong interpersonal skills.
- Ability to work productively as part of a team.
- Ability to work efficiently and effectively with minimal supervision.
- Excellent reading and writing skills.
- Proficiency with common office software, including Microsoft Excel, Word, PowerPoint, and Outlook.
- A valid driver's license, vehicle and the ability to travel frequently.

### **Asset Qualifications:**

- Knowledge and experience in habitat restoration.
- Experience developing and delivering community workshops.
- Valid First Aid/CPR and WHMIS Certification.
- Previous work experience in the non-profit sector.

**Salary/Employment Term:** \$40,000.00/Year. This is a one-year contract with the opportunity for renewal.

**Application Deadline: November 28<sup>th</sup>, 2017 by 4:00 PM**

Submit Resume to:

**Michelle Hepworth, Office Manager**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [michelle@cmmns.com](mailto:michelle@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 qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check.*