

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Governance

Education Advisor

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'kmaq 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 **Education Advisor**.

Position Overview:

- Provide support and guidance to current and prospective students by reviewing application procedures and funding availability, researching, and communicating scholarship and bursary opportunities, creating and distributing handbooks and information packages, meeting with students to prepare for upcoming school year, speaking to professors on behalf of students, reviewing grades and making recommendations for tutoring.
- Develop and coordinate a Post Secondary Education Program according to proper standards.
- Plan and provide information sessions for individuals applying for post-secondary education.
- Direct and organize career days and other programs as needed.
- Organize, meet with, participate in, and represent The CMM on various committees as required.
- Act as alternate to the Executive Director on the Advisory Boards for Acadia University, Cape Breton University and Dalhousie University.
- Assist any relevant departments or programs with the development of curriculum and learning outcomes for any training program conducted by CMM.
- Prepare annual program forecast and budget while monitoring budget expenditures.
- Develop and implement a detailed work plan for each fiscal year as well as a professional development and training plan.
- Submit monthly reports to the Senior Director as required.
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)

Position Requirements:

- Bachelor's degree in a related field (i.e., education) and minimum of 1-year relevant working experience
- Experience working with First Nation / Indigenous communities, First Nation service delivery organizations, and applicable government programming.
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaq community, its political framework, and administrative/service Programs.
- Knowledge of the post secondary system, the Mi'kmaq education system and its contacts
- Ability to apply creativity and innovative thinking to community focused solutions.
- Strong interpersonal and communication skills (both written and verbal), in addition to advocacy, collaboration, conflict resolution, negotiation and active listening skills.
- Proficient in Microsoft Office Suite, facilitation, presentation, and the use of various communication mediums (Meetings, training etc.)
- Must have reliable transportation, drivers' license, and the ability to travel.
- Ability to occasionally work outside of normal working hours due to the requirements of the member communities and clients.
- Recent criminal record, vulnerable sector, and child abuse registry check.
- Some familiarity with the Mi'kmaq language (an asset) or willingness to learn Mi'kmaq greetings.

Salary/Employment Term:

Salary range: \$45,000 to \$50,300/year based on qualifications and experience. This is a one (1) year contract position with the opportunity for renewal and subject to the policies and practise of the CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: April 18th, 2021

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 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.*