



Job Posting: Senior Program Coordinator
Department: Integrated Resource Management
Location: Charlottetown
Position: Permanent, Full Time 37.5 hours/week
Salary: \$ 95,000 – \$ 105,000
Deadline to apply: July 31, 2024

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

THE ROLE:

The Senior Program Coordinator of the Integrated Resource Management Program is responsible for the management and implementation of MCPEI programs and projects related to the strengthening of PEI First Nations' fisheries and resource management capacity and advancing First Nations involvement in natural resources in PEI. This work will be undertaken within the principles of community-based integrated resource management to ensure sustainable resource use. Wherever possible, the Senior Program Coordinator will promote the application of Mi'kmaq traditional and community values in natural resource management and development in PEI.

The Senior Program Coordinator of Integrated Resource Management will report to the Executive Director of MCPEI and undertake all duties and responsibilities in keeping with the principles, mandate and operational procedures of the MCPEI.

QUALIFICATIONS:

Education, Years of Experience

- Master's degree in the Sciences, Business Administration or a related field of study.
- Experience working in First Nation communities, preferably in fisheries or land use.

Skills/Competencies

- Possess a solid understanding of Mi'kmaq treaty rights, fisheries, and land use and the development of these issues within the province of PEI from both a federal and Mi'kmaq perspective.

- Demonstrated knowledge of the challenges and opportunities First Nations face in all aspects in integrated resource management.
- Experience in delivering resource management programs and services through contribution agreements with government and community partners.
- Demonstrated experience in effectively managing financial and human resources to meet program objectives.
- Experience developing proposals, conducting presentations, and writing complex reports.
- Proven ability to manage competing priorities and meet reporting deadlines.
- Previous administration and supervisory experience would be preferred.
- Demonstrate excellent interpersonal and communication skills.

DUTIES RELATED TO INTEGRATED RESOURCE MANAGEMENT:

- Providing advisory and technical assistance on resource management and development to the PEI First Nations Band Councils and, where directed, to community organizations and harvesters.
- Manage the MCPEI AAROM program (Aboriginal Aquatics Resource and Oceans Management).
- Manage all other programs/projects/ initiatives falling within the IRM Directorate, including all reporting requirements associated with said programs/projects/initiatives and proposal writing as necessary.
- Facilitate, where required, community processes and activities related to natural resource management and development.
- Assist PEI First Nations in preparing resource management and development plans.
- Identify, where possible, resource development opportunities for PEI First Nations that meet community objectives.
- Liaise with federal and provincial departments and agencies responsible for fisheries and aquaculture, terrestrial natural resources, and environment.
- Prepare project and research proposals that support PEI First Nations natural resource development and management activities.
- Manage financial, informational, and technical inputs from government to MCPEI natural resource programs and projects.
- When necessary, represent the interests of the PEI First Nations provincially, regionally, and nationally with respect to land and marine resource management issues.
- Supervise MCPEI GIS and data management staff.
- Supervise Land Use Researchers and project Field Researchers involved with natural resource development and management activities.
- Participate on, and where necessary Chair, the Customary Justice Group for Fisheries.
- Participate on various MCPEI committees and work cooperatively with other MCPEI staff on various programs/projects, in particular, those programs/projects with shared or overlapping purposes with the IRM Directorate.
- Provide support and assistance in discussions/negotiations with federal and provincial governments, with respect to land and marine resource related matters.
- Any ancillary duties that may be required from time to time by the Executive Director.

DUTIES RELATED TO ADMINISTRATION:

- To effectively communicate program concerns and keep the Executive Director informed of developments in the Integrated Research Program.
- To provide the Executive Director with a regular progress report on work plan.
- To prepare reports, proposals and perform any other related duties relevant to research or as assigned by the Executive Director.
- Build a productive, cooperative working climate within the team, the organization and with other stakeholders.
- Ensure that the funding agencies receive the required reports within the guidelines as so identified.
- Manage the budgetary needs and expenses of the IRM Program.
- Other duties as required.

OTHER:

- Provide a Criminal Record Check.
- Provide Covid-19 Immunization Record or Vax Pass.
- Valid driver's license and access to reliable vehicle.
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "**Senior Program Coordinator IRM**" in the subject line

or deliver resume to

ATTN: Human Resource Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A OJ7

Deadline to apply: July 31, 2024, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.