

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Office of the Executive Director Mi'kmaq Ecological Knowledge Studies (MEKS) Coordinator

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 conducts Mi'kmaq Ecological Knowledge Studies (MEKS). A MEKS is a study on the traditional and cultural relationship between the Mi'kmaq and our lands and resources. An MEKS is often conducted as a Government of Canada or Nova Scotia regulatory requirement as part of impact assessment to determine any potential impacts of a potential project may have on our relationship with our traditional lands and resources.

The CMM is currently looking for a motivated and knowledgeable candidate to fill the role of **Mi'kmaq Ecological Knowledge Studies (MEKS) Coordinator**. **This is a designated position and restricted to those of Indigenous ancestry.**

Position Overview

The MEKS Coordinator is primarily responsible for the collection of Mi'kmaw Knowledge and the creation of a MEKS report. The MEKS Coordinator will conduct research, interviews within the Mi'kmaw communities, and collaborate with the internal team and Clients. This work will require special attention to ethical data collection and confidentiality of information. Occasionally the MEKS Coordinator may be required to work evenings, early mornings and weekends to accommodate activities such as meetings, program delivery, field work or representing The CMM at public events.

Position Responsibilities:

- Managing and coordinating Mi'kmaq Ecological Knowledge Studies and research:
 - Coordinating teams involved in field research and related engagement activities
 - Overseeing archival research; and
 - Conducting data verification activities such as ground-truthing.
- Coordinate and lead meetings both internally and with Clients,
- Maintain file maintenance and tracking,
- Assist in development of programs and policies that advance MEK databases and inventories.
- Utilize Etupaptmunk: Two-Eyed Seeing approach when conducting this work.
- Coordinate training of personnel involved in MEKS and related research.
- Assist the CEO in preparing relevant correspondence and communications materials.
- Any other ancillary duties as may be deemed appropriate from time to time.

Position Requirements:

- Knowledge and experience of Mi'kmaw communities in mainland Nova Scotia is a requirement.

- Ability to do work in various field and social conditions.
- Ability and willingness throughout Mi'kmaki.
- Possession of a NS Drivers License.
- Possession of a bachelor's degree in social sciences or environmental studies would be preferred.
- We recognize that relevant experience may come from a combination of formal education, professional background, and lived experiences – candidates are encouraged to highlight all applicable qualifications.

Candidates should be critical thinkers that possess strong inter-personal as well as demonstrated written and verbal communications skills. Experience in social and ecological research will be an asset.

Why work with us?

The Confederacy of Mainland Mi'kmaq (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: \$59,703.00 per year. This is a permanent, project-funded position (pending successful one-year probationary contract and on-going project support).

Application Deadline: Open Until Filled

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 Mi'kmaw 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.***