

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Health & Social Services Community Health Programs Manager

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's Department of Health & Social Services is currently looking for a motivated and knowledgeable candidate to fill the role of **Community Health Programs Manager**.

Position Overview

Under the direction of the Associate Director of Health and Social Services, the Community Health Programs Manager will oversee the planning, implementation, and evaluation of multiple health, wellness, and social programs within the CMM's eight member communities. This role will provide leadership and strategic direction to the Physical Activity Specialist, Program Officer, Diabetes Community Consultant, Child and Youth Advisor, and Project Manager – Early Learning Governance to ensure programs align with community needs, funding agreements, and broader health and wellness strategies. The Manager will also develop partnerships with key stakeholders, support community engagement, and advocate for culturally appropriate health and wellness services.

Key Areas of Responsibility

- Provide strategic oversight and leadership to a multidisciplinary team, including the Physical Activity Specialist, Program Officer, Diabetes Community Consultant, Child and Youth Advisor, and Project Manager – Early Learning Governance.
- Develop, implement, and evaluate culturally responsive health and wellness programs.
- Ensure programs align with community needs, funding agreements, and organizational objectives.
- Foster interdepartmental collaboration and integrate services where applicable.
- Build relationships with Mi'kmaq community members, health directors, and frontline service providers to identify emerging health and wellness needs.
- Advocate for community-driven, culturally safe, and trauma-informed health and social services.
- Support policy development to enhance Indigenous health and social service delivery.
- Provide mentorship, professional development, and performance evaluations for program staff.
- Assist in securing funding through grants and partnerships.
- Oversee program budgets, ensuring compliance with financial policies and funding agreements.
- Prepare funding reports, work plans, and financial reconciliations.
- Develop comprehensive reports highlighting program performance, successes, and areas for improvement.
- Ensure timely submission of reports to funders, senior leadership, and community partners.

Position Qualifications

- Post-secondary education in Health Sciences, Social Work, Indigenous Studies, Community Development, Public Health, or a related field.
- Minimum of 5 years of experience in program management, preferably in health and social services or Indigenous community-based programming.

- Experience supervising staff and leading multi-disciplinary teams.
- Strong knowledge of Mi'kmaq culture, communities, and Indigenous determinants of health.
- Proven leadership, facilitation, and mentorship skills.
- Experience developing and managing community health programs.
- Strong budgeting, financial oversight, and grant writing expertise.
- Ability to collaborate effectively with community stakeholders, health directors, and frontline service providers.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in Microsoft Office Suite and program evaluation methodologies.
- Strategic thinking to support long-term health and wellness planning.
- Strong written and verbal communication skills, with the ability to professionally represent CMM.
- Valid driver's license, criminal record check, vulnerable sector check, and child abuse registry check required.
- Travel within Nova Scotia is required.

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. The CMM operates a four-day work week. We also offer flexible daily start and end time. 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: \$61,754 - \$86,400 per year. This is a Permanent Position (pending successful one-year probationary contract).

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 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. Applicants MUST provide proof of Canadian Citizenship or Permanent Residency.***