

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Environment and Natural Resources

#### GIS Technician

##### 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 Environment and Natural Resources (DENR) is currently looking for a motivated and knowledgeable candidate to fill the role of **GIS Technician**.

##### Position Overview

Under the direction of the Director of Environment and Natural Resources Supervised by The Manager of Environmental Services, the **GIS Technician's** primary responsibility is to create digital, graphic and descriptive products to support resource planning through the use of Geographic Information Systems (GIS) and departmental databases. This position's work will be focused on Indigenous Protected and Conserved Areas (IPCAs) but will also work on forestry, species-at-risk, climate, agriculture, and other departmental projects.

##### Overview of Responsibilities:

- Operate a GIS workstation to implement analyses and generate map products for departmental projects
- Compile Mi'kmaq Ecological and environmental characterization data collected through aquatic, forestry, climate change, etc. projects and programs; and, incorporate into the GIS system
- Data entry, management, gathering source material, digitizing and GIS map production and design using ArcGIS software (and other industry standards).
- Manage the flow and dissemination of all cartographic information, keeping existing maps and databases updated for the department.
- Identify, collect and format data from various base maps related to The CMM's member communities, and, Nova Scotia landscapes
- Conduct mapping research in the field and office and conduct GPS surveying and data post processing of various project, research, data collection,
- Create maps, reports and use other data interpretation tools to aid with presenting and analyzing data for department projects
- Develop creative and effective ways of presenting and sharing research findings to Mi'kmaq youth, community members, leadership and partners in a clear and concise manner
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)

##### Position Requirements:

- Post-secondary degree or diploma in geography or equivalent course work at a technical or vocational school in GIS or Computer Science.
- Working knowledge of ArcGIS, including macro programming, map production, data integration and analysis
- Experience working in or with First Nation communities (asset)
- Certificate in GIS or equivalent experience
- Experience using Arc GIS software by ESRI

- Knowledge of First Nations culture, history, and current affairs
- Good understanding of the Indian Act and Mi'kmaq aboriginal and treaty rights
- Understanding of issues related to the gathering and sharing of Traditional Knowledge
- Demonstrated ability to work effectively with other departments, on multi-discipline teams, or independently, and meet deadlines
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Proficiency in MS Office (Word, Excel, PowerPoint, Adobe, etc.)
- Is able to work unsupervised with a high level of productivity with the ability to seek and take direction
- Travel within Nova Scotia will be required
- There is an occasional requirement to work outside of normal working hours due to the requirements of the member communities and clients
- Have a successfully completed Criminal record check
- Fluent Mi'kmaq speaker and writer is an asset
- Have a valid driver's license and reliable transportation
- If all qualifications are equal, preference will be given to persons of Aboriginal ancestry

### **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. 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: \$49,071 - \$68,700 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](mailto: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 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.***