Job Posting:	**Partnership and Business Developer – Abegweit First Nation**
Department:	Employment Services
Location:	Scotchfort, PE
Position:	1 Year Temporary Contract, Full-Time 37.5 hours/week
Salary:	$70,000 – $75,000 plus benefits
Deadline to apply:	November 16, 2026, 3pm

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

As a key component to the overall implementation of the Mi'kmaq Confederacy of PEI (MCPEI) Skills Partnership Fund program, Project Title: Epekwitk Wel-lukwet Skills Partnership Project; the position of Partnership and Business Developer actively works to advance the development of business opportunities and the growth of client skills in the following sectors: Events and Hospitality, Green Economy Construction Management Solutions, Blue Economy, and Digital Literacy.

Qualifications

Education, Years of Experience

- Graduate from a recognized University or College with a degree or diploma related to the field of work including business/social sciences.
- An acceptable combination of education, training, and experience related to social enterprise development and management.

Skills and Competencies

To be successful in the role of a Partnership and Business Developer, one must have the personal suitability's that coincides with the following.

- Work in a client-centered environment with clients requiring varying levels of support to improve their quality of life.
- Understand the right to self-determination and dignity of risk.
- Be open-minded and build purpose within their work while being self-assured and self-aware.
- Must have an ability to understand, respect and accommodate cultural diversity and the corresponding intergenerational impacts of colonization.

Responsibilities

Reporting to the Senior Program Coordinator of Employment Services, the responsibilities of the position include, but are not limited to the following:

- Actively manage the day-to-day development of each social enterprise.
- Coordinating and preparing participants for customized training throughout the project.
- Assisting Industry Sector Experts in the organizing and facilitation of training, certification, and delivery models based on the principles of social enterprise.
- Developing markets for the sale of goods and services produced within each individual area of the social enterprise.
- Identifying and securing procurement opportunities including those available under the Government of Canada's (GOC) Procurement Strategy for Indigenous Business (PSIB).
- Building partnerships with local industry and businesses including manufacturers, agencies, associations, and not-for-profit organizations to enhance the sale of goods and services produced by the social enterprise projects, program clients, and transfer knowledge to increase participants capacity in each sector of the project.
- Responsible for all financial transactions related to the aspects of the social enterprise which they are responsible for under the project as well as working cooperatively with other community and organizational financial managers identified.
- Working with and supporting clients in addressing their respective barriers to employment by ensuring the client has access to the services necessary.
- Assisting each client in establishing their individual and collective products and networks to advance the viability of their employment and positions within the social enterprises.
- Support the facilitation of seminars and workshops to clients, both in-house and as part of outreach strategies.
- Attend various industry related information sessions, conferences, and related capacity building strategies.
- Working collaboratively with other Abegweit First Nation (AFN) partners and entities, including Abegweit Development Inc., to align and synergize AFN initiatives.
- Assist Senior Program Coordinator in the development of annual operational plans as well as completing quarterly and yearly reports as a part of the project.
- Working effectively with First Nation governments, community departments and all staff, while supporting and enhancing community and economic development plans.
- Provide, maintain, and update confidential client filing and accountability case management systems.
- Provide briefing notes, work plans, and attend bi-weekly team meetings or when required.
- Highly detail-oriented with the ability to handle multiple priorities and complete tasks/projects in accordance with stated deadline.
- Be fully aware of eligible and ineligible expenses in accordance with the MCPEI Employment Services Policies and Procedures, and the contribution agreement with the Government of Canada.
- Other duties as required.

Other

- Successfully pass a Criminal Record Check including the vulnerable sector.
- 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, "Partnership and Business Developer – AFN"" in the subject line

or deliver resume to

ATTN: Human Resources Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: November 16, 2026, at 3pm.

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