

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Finance & Administration

Communications Manager

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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 is located in the Millbrook Mi'kmaw Community in Nova Scotia and has almost 200 Employees. The CMM's Department of Finance and Administration is currently looking for an energetic, mature, and independent candidate to fill the role of a ***Communications Manager***.

Position Overview

Under the direction of and reporting to the Director of Finance and Administration, the Communications Manager is responsible to provide and effectively communication with The CMM and its member communities along with external stakeholders. The Communications Manager is also responsible for the coordination of The CMM communication team members, developing educational materials, assisting in writing materials and presentations to and for all the departments at the organization.

Overview of Responsibilities

- Develop and execute The CMM communications processes and plans within the existing established internal communication processes and procedures.
- Implement a process and timeline for the development of departmental annual communications plans.
- Coordination and assistance in the development of the organization's Annual Report.
- Establish communications priorities, manage projects, provide oversight, and assign work in accordance with The CMM communications processes and plans.
- Provide supervision and management of The CMM Communications Team.
- Manage and Chair the CMM Communications Committees in accordance with the Terms of Reference.
- Assist all departments, when necessary, in communicating messages and developing educational materials.
- Management of the communications budget and medium size projects while working with established systems.
- Work with the CMM departments to generate new ideas and topics for conferences and events.
- Support The CMM at community and stakeholder events to promote The CMM as requested.
- Ensure communication protocols and policies are maintained.

Position Requirements

- Post secondary or College certificate in a related field, such as public relations or communications.
- Experience of directing people and other resources within limited timeframes (13 months to 3 years)

Position Requirements Cont.

- Experience in managing projects and the coordination of multiple project participants.
- Experience in working with the public, managing various media campaigns, and dealing with media.
- Knowledge of current First Nation community challenges and opportunities considered an asset.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Ability to manage and balance working with the needs and requirements of many stakeholders while applying creativity and innovative thinking to community focused solutions.
- Proficiency in MS Office and Adobe Creative Cloud.
- Ability to work effectively with other departments, levels of government, industry, and the public.
- Valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Canadian Public Relations Society Member, an asset

Salary/Employment Term: Salary range: \$60,000 to \$75,000 per year based upon qualifications and experience. This is a Permanent Position (pending successful one-year probationary contract).

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 weeks 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.

Application Deadline: Open until position is 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.** The successful candidate may be required to submit a current criminal record check. **Applicants MUST provide proof of Canadian Citizenship or Permanent Residency.***