

Union of Nova Scotia Mi'kmaq Employment Opportunity
Technical Support Services Coordinator



Position: Technical Support Services Coordinator

Supervisor: Director of Capacity Development

Main Office: Union of Nova Scotia Mi'kmaq
201 Churchill Drive – Suite 304, Membertou, NS B1S 0H1

Application

Deadline: 4:00 pm (AST) on Friday, September 18, 2020

Application

Start Date: TBD

Employment Term: Contract Position until March 31, 2021, with Possibility of Renewal

UNSM First Nation Member Communities:

Membertou, Eskasoni, Potlotek, Wagmatcook and We'koqma'q

Program Locations:

The Technical Support Services Coordinator will be required to travel throughout Nova Scotia; travel outside the province may also be required. The successful candidate must have a valid driver's license and access to reliable transportation.

Scope of Position:

The Technical Support Services Coordinator will be responsible for the administration and delivery of programs for UNSM member communities. The Coordinator shall aid in:

- Identifying potential funding sources for projects and programs (ISC, CMHC, AAS, FNIHB);
- Proposal preparation in the areas of capital and housing;
- Managing capital and housing projects / programs;
- Program and policy development;
- Cost estimating of infrastructure and housing projects;
- Housing assessments;
- Project prioritization and long-term planning (5-Year Capital Plans);
- Assisting with capacity development at the band level (capital and housing staff);
- Serving as a liaison between the band, contractors, consultants and governmental organizations; and
- Staying informed of any new First Nation Capital or Housing programs and / or initiatives that may provide benefit to the UNSM and its member communities including viable business opportunities.

Please note that the technical and administrative duties outlined in this posting are not exhaustive and other duties may be required.

Formal Education and Preferred Training:

- Diploma or Bachelor’s Degree in Engineering Technology, Business or Sciences Program.
- Certificate in Housing or Construction related trade.

Preferred Experience:

- 2+ years experience in project management in the public and / or private sector construction industries.
- 2+ years of management and / or administrative responsibility in a municipality or First Nation community.
- Knowledge of the regulations, codes and standards for municipal and housing construction.
- Experience in the operation and maintenance of municipal and building facilities.
- Experience in preparing RFP's and proposals.
- Experience working with First Nation communities.

Leadership/Human Relationship Components Required:

- Ability to provide effective leadership through daily responsibilities.
- Ability to analyze and assess programs, policies, and operational needs and make appropriate adjustments to ensure efficiency and effective service delivery.
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
- Excellent report and proposal writing skills.
- Strong organizational skills.
- Strong research and investigative skills.
- Strong communication and presentation skills.
- Partnership development skills.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

If you are a professional willing to work with and advance First Nation communities in the areas of capital and housing, then this is an exciting opportunity that is worth exploring. This position will appeal to a high-energy, highly collaborative professional with innovative thinking and great communication skills.

Kindly submit a cover letter, resume and three current professional references to:

Union of Nova Scotia Mi'kmaq
c/o Rachel Paul-Coles, Executive Assistant
201 Churchill Drive- Suite 304, Membertou NS, B1S 0H1

Or

Email: rpaul@unsm.org

Salary will be based on education, experience and qualifications of the successful candidate.
The deadline for submission is **4:00 pm (AST) on Friday, September 11, 2020.**

Only candidates selected for an interview will be contacted.