

Union of Nova Scotia Mi'kmaq Employment Opportunity

Department: Infrastructure Program

Position: Technical Services Manager

Supervisor: Director of Capacity Development

Location: Membertou or Cole Harbour office



Application

Deadline: Until position is filled

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 Services Manager 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 Services Manager will be responsible for managing the delivery of infrastructure programs on behalf of UNSM member communities. As the Manager of Technical Services, you will:

- Identify potential funding sources (ISC, CMHC, AAS, FNIHB);
- Develop funding proposals for projects and programs;
- Manage projects and programs;
- Develop programs, policies and procedures;
- Engage with communities and assist with long-term community capital plans;
- Assist with capacity development at the band level (capital and housing staff);
- Serve as a liaison between the band, contractors, consultants and governmental organizations; and
- Stay 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 management 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 or Business 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.
- Experience in preparing RFP's and proposals.
- Experience working within 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 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: careers@unsm.org

Salary will be based on education, experience and qualifications of the successful candidate.
Only candidates selected for an interview will be contacted.