

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:

- Certificate, diploma or university degree in Business, Public Administration, Planning, Engineering, Technology or other related fields

Preferred Experience:

- 3+ years' experience in project management
- 2+ years of management and / or administrative responsibility in a First Nation community or organization
- Experience in preparing RFP's, proposals and reports
- 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, a writing sample 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

Please be prepared to provide a writing sample during the interview process.

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

