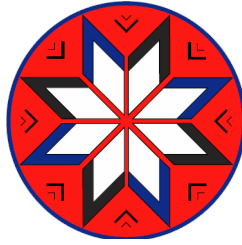


# EMPLOYMENT OPPORTUNITY



## Mi'kmaq-Nova Scotia-Canada Tripartite Forum

### *Project Fund Coordinator*

The Mi'kmaq-Nova Scotia-Canada Tripartite Forum is seeking the services of a full-time Tripartite Project Fund Coordinator. **Dependent on the location of the successful candidate, the position will be housed at either The Confederacy of Mainland Mi'kmaq or the Union of Nova Scotia Mi'kmaq office locations.** The successful candidate will be responsible for the administrative, regulatory, and financial support to the Project Fund of the Tripartite Forum such as:

- Providing support to Working Committee Co-chairs on the development of project proposals.
- Liaising with project leads to support them in the monitoring of milestones.
- Liaising with UNSM and CMM's Communications Officers with respect to the development of communications activities for committee projects.
- Organizing training for Project Fund Committee on policies, procedures, and guidelines within the Forum.
- Facilitating and coordinating the distribution of project fund proposals and advise Project Review Committee on compliance with the fund guidelines.
- Participating in Project Fund Committee planning sessions.
- Meeting with co-chairs to advise on project proposals.
- Using Project Fund Guidelines to advise co-chairs on effective management of the Project Fund.
- Reviewing and recommending changes of the Project Fund Guidelines to the Project fund Committee.
- Providing project leads with budget updates to support them in the monitoring of project funds.
- Under the direction of the Project Fund Committee, develop and implement a detailed work plan for each fiscal year.
- Developing and implementing a professional development and training plan.
- Submitting a monthly report including a summation of travel expenses reconciled against annual budget.

#### **Position Requirements:**

- Minimum of a university degree, diploma or certificate program in business administration or related field.
- Minimum of one to five years or progressively responsible experience in project or program administration, regulation, and financial coordination.
- Experience in project management is a benefit.
- Experience working in a complex dynamic multi-stakeholder governmental, quasi-governmental or non-governmental environment.
- Experience working for a First Nations community or organization (an asset).
- Knowledge of government & private industry programs with respect to funding is considered a benefit.
- Strong written and oral communication skills.
- Experience using computer programs such as Microsoft Office Suite.
- Strong organizational and prioritization skills. The person must be able to manage multiple competing needs, goals, and priorities of the committees, communities, and programs within their responsibilities.
- Experience working in a fast-paced environment.
- Strong initiative, motivation, conscientiousness, and dedication. This person must be able to work unsupervised with a high level of productivity, but also be able to seek and take direction.
- Strong intrapersonal, team and professional skills.
- Must have a valid drivers license, reliable vehicle and ability to travel frequently (day and overnight trips).

**Salary/Employment Term:** \$47,750.00 - \$51,500.00/Year. This is a Permanent Full-Time Position.

**Application Deadline: October 15<sup>th</sup>, 2021**

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](mailto: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. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***