

Union of Nova Scotia Mi'kmaq – Employment Opportunity

Capacity Development · Membertou, Nova Scotia



Title: Infrastructure Manager

Description: UNSM First Nation Member Communities: Membertou, Eskasoni, Potlotek, Wagmatcook and We'koqma'q

The overall purpose of the UNSM Capacity Development department is to support member First Nations strengthen their governance and program capacity by facilitating knowledge transfer through capacity-building training, workshops, and other tools; and by providing advisory support to build community capacity as requested – based on the individual and collective needs of member First Nations.

Key Responsibilities:

The Infrastructure Manager is responsible for strategically planning and executing a vision for the department's continued growth. As such, the Manager will be required to develop, implement, and manage the projects and services which fall under the program including new areas as they are identified.

The Manager is required to maintain and enrich strong stakeholder relationships with funders, communities, and partner organizations. This includes seeking new funding opportunities and being accountable for existing funding and reporting requirements. Policies and procedures will be developed and adjusted as required.

The Manager must be a strong leader who is skilled at motivating and supporting staff and their respective work plans and project goals. Where and when necessary, the Manager will be expected to enhance or improve upon existing projects and their delivery.

The Infrastructure 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.

This program is currently in the development stage and offers exciting and dynamic opportunities for the successful candidate to grow professionally.

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

The candidate must also possess:

- Diploma or university degree required (Masters level preferred) in Business, Public Administration, Law or other professional fields
- 5+ years' experience in senior management
- Relevant First Nation community or organization management experience preferred
- Travel, valid driver's license, and access to reliable transportation required.

Salary Range: Based on education, experience, and qualifications

Location: Membertou or Cole Harbour Office

Duration: Term Position commencing November 2021 until May 2022 with possibility of renewal based on performance and continued funding

Supervisor: Capacity Development

Closing Date: November 26, 2021

Please submit your cover letter, and resume to:

Rachel Paul
Careers@unsm.org

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Disclaimer:
The Union of Nova Scotia Mi'kmaq reserves the right to refuse all applications for employment at any time during the hiring process