

# Union of Nova Scotia Mi'kmaq – Employment Opportunity

Capacity Development · Membertou, Nova Scotia



**Title:** Infrastructure Project Coordinator

**Description:** The UNSM Capacity Development department supports member First Nations to strengthen governance and program capacity based on the individual and collective needs of member First Nations.

Reporting to the Director of Capacity Development, the UNSM is seeking a Project Coordinator (Infrastructure) to implement and coordinate related projects and services for its member communities. The Project Coordinator has demonstrated success in proposal writing, project management and stakeholder management. Project responsibilities include, at a minimum, the Asset Condition Reporting System (ACRS), Housing Asset pilot projects and long-term planning with the communities. This program is currently in the development stage and offers exciting and dynamic opportunities for the successful candidate to grow professionally.

**Key Responsibilities:**

- Secure funding including proposal development;
- Coordinate/manage projects and programs;
- Develop policies and procedures;
- Engage and assist communities with capital plans and capacity development needs;
- Liaise/communicate amongst communities, stakeholders and external partners;

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

**The candidate must also possess:**

- Diploma or university degree required (Business, Public Administration, or other related fields are preferred);
- 3+ years' experience in project or program management and / or administrative responsibility in a First Nation community or organization;
- Ability to analyze and assess programs, policies, and operational needs and suggest appropriate adjustments to ensure efficiency and effective service delivery;
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs;
- Proficiency in Mi'kmaq an asset;
- Travel, valid driver's license, and access to reliable transportation required.

**Location:** Membertou, Nova Scotia

**Duration:** November 2021- May 2022 (with possibility of renewal based on performance and continued funding)

**Supervisor:** Director of Capacity Development

**Closing Date:** November 26, 2021

*Please submit your cover letter, and resume to: Rachel Paul at [Careers@unsm.org](mailto: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