

Union of Nova Scotia Mi'kmaq – Employment Opportunity

Capacity Development · Membertou or Cole Harbour, Nova Scotia



The overall purpose of the UNSM Capacity Development department is to support UNSM member communities to strengthen governance and program capacity based on their individual or collective needs.

GOVERNANCE COORDINATOR

Scope of Position: The Governance Coordinator intern will be mentored by the Governance Manager and will be provided the opportunity to work on a number of community-level projects and initiatives that strengthen governance and program capacity. Receiving on-the-job training, the Governance Coordinator will learn/enhance their current skills to:

- Identify the governance and program capacity needs of the communities;
- Develop work plans and coordinate projects and initiatives that meet these needs;
- Engage with communities to ensure capacity services are relevant, appropriate and effective; and
- Provide advisory support and assistance to the communities as required.

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

Qualifications:

- Post-secondary degree/diploma or equivalent (the following relevant fields are considered assets: community development, public administration, business, law, or governance);
- At least two years' professional work experience (recent graduates encouraged to apply);
- Strong written and verbal communication skills;
- Proficient with Email, Microsoft Office (Word, PowerPoint, Excel etc.);
- Ability to work independently and as part of a team;
- Knowledge of Indigenous and/or Mi'kmaq communities/organizations;
- Travel and access to a reliable, insured vehicle;
- Strong research and reporting skills are assets;
- Experience in strategic planning and project management are assets; and
- Ability to write, speak and/or understand the Mi'kmaq language are assets.

Salary range: \$50,000 to \$55,000 (depending on qualifications)

Location: Membertou or Cole Harbour; *flexible work locations will be considered*

Duration: One-year term June 2022 - June 2023 (with opportunity for renewal based on funding)

Supervisor: Governance Manager

Closing Date: May 27, 2022 @ 4:30 PM

Please submit your cover letter, and resume to: Rachel Paul-Coles at Careers@unsm.org

Only those candidates selected for interviews will be contacted. The UNSM reserves the right to refuse applications for employment at any time 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.