



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Project Coordinator (Full Time Position until March 31st 2023)
Department: Administration
Reports To: Executive Director / Tenant Relations Officer

Background: Membertou is an urban and progressive Mi'kmaq community located on Unama'ki – Cape Breton Island. We enacted our own Land Code in 2019, which allowed us to regain control over our reserve lands & resources. Membertou has recently launched the Membertou Enforcement Pilot Project starting in April 2021 and with a completion date of March 2023.

Membertou is seeking a Project Coordinator. The Project Coordinator will coordinate and provide administrative support for the Membertou Enforcement Pilot Project.

Duties & Responsibilities:

- Providing administrative support facilitation and coordination between the Membertou Oversight Committee, Membertou Resource Centre and other stakeholders as needed;
- Organize and schedule meetings, recording minutes and decisions (e.g. assigned tasks and next steps) using available meeting technology and computer software;
- Monitor project progress and address potential issues coordinating quality controls to ensure deliverables meet their target dates;
- Prepare and ensure timely reports, submissions along with documentation and invoices to ensure funding is provided as per the agreement;
- Assist in preparation and arrangement of presentation materials for meetings;
- Coordinate engagement sessions with Membertou and other stakeholders;
- Proficiency in computer software such as MS Office with knowledge and experience in Microsoft Word, PowerPoint, and Excel;
- Act as the point of contact for all participants and stakeholders; and liaise with Government contacts and Cape Breton Regional Police Force;
- Assist in the coordination of an enforcement training plan;
- Other related administrative and coordinator duties and activities as directed;
- Willing to work flexible hours and travel with minimal notice;
- Ability to exercise discretion in handling confidential subject matter;
- Mi'kmaq of Nova Scotia ancestry and ability to speak the Mi'kmaq language will be considered an asset;
- Complies with Band Personnel Policy;
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential;
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department;
- Other department related duties as required by the Tenant Relations Officer and/or Executive Director.

Skills Required:

- High-school diploma required; any relevant post-secondary training or other certificates or experience would be an asset
- Interest and basic knowledge of project coordination
- Ability to research, analyze and interpret technical information and present it in clear language to multiple audiences
- Experience with coordinating meetings, minute taking, and report writing is a requirement
- Excellent verbal and written communication skills is a requirement
- Proficient in computer technology and programs with knowledge and experience in Microsoft Word, PowerPoint and Excel
- Familiarity with Membertou Land Code, laws, by-laws, policies, Membertou's Quality Assurance policies and procedures is an asset
- Familiarity and respect for Membertou and Mi'kmaq culture and connection to the Lands and waters of Unama'ki is an asset
- Must possess a valid driver's license and vehicle
- Must provide a Criminal Reference Check and Vulnerable Sector search
- Mi'kmaq of Nova Scotia ancestry and ability to speak the Mi'kmaq language will be considered an asset

- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Location: Membertou, Nova Scotia.

CV/Resumes can be submitted to:

Membertou Human Resources Department
Attention: Richard Stevens
47 Maillard Street
Membertou, NS B1S-2P5

Or via email to: **jobs@membertou.ca**

DEADLINE FOR APPLICATIONS: Tuesday, May 31st, 2022 by 4:30PM AST

Thank you for your interest, however, only those selected for an interview will be contacted.