



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title:	Lands Program Coordinator
Department:	Lands/Administration
Reports to:	Lands Director
Employment Term:	July 2022 to March 31 2023 (with possibility of extension)

Membertou is seeking a motivated individual to fulfill the role and responsibilities for the position of Lands Program Coordinator. The Lands Program Coordinator, under administrative supervision of the Lands Director and under the delegated authority of Chief and Council, is responsible for the Comprehensive Community Planning Project and the Membertou Enforcement Pilot Project as well as administrative duties for the Lands Department.

The successful applicant will be responsible for (but not limited to) and require the following:

Comprehensive Community Planning Project (CCP)

Duties and Responsibilities

-
- Develop a comprehensive community plan for Membertou
- Gather input and feedback from community members for the CCP;
- Community research, engagement sessions, surveying members and other areas of planning;
- Guide initiatives to achieve a positive and sustainable future for Membertou;
- Create a planning team ;
- Work with other Membertou departments;
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Enforcement Pilot Project

Duties and 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;
- 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 Duties and Responsibilities:

- Maintain and protect records of historical data relating to Membertou, particularly in relation to land matters including the First Nation Land Registry;
- Administrative support for the Governance and Lands departments;
- Attend all Governance Committee meetings;
- Provide updates to the Governance Committee;
- Willing to work flexible hours and travel with minimal notice;
- Comply with Band Policies and Procedures;
- Ability to exercise discretion in handling confidential subject matter;
- Other related duties as directed by the Lands Director or Executive Director;

Quality Assurance System Duties and Responsibilities:

- 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;

Qualifications:

- Skill and knowledge attained by successful completion of a Post -Secondary degree or diploma in: community planning, lands and resource management or related disciplines;
- Knowledge of land use and environmental issues as they affect First Nations;
- Knowledge of the Membertou community history and issues;
- Friendly, personable, and professional with a passion for the community
- Good relationship with elders, youth, and community members
- Experience in administration and natural resource areas;
- Experience in general accounting and budgeting, minute taking;
- Excellent verbal, written and interpersonal communication skills;
- Demonstrated computer skills in Microsoft Office software, specifically Word and Excel;
- Ability to conduct research or gather information in various forms (surveys, interviews, internet, focus meetings, community meetings, and workshops);
- Ability to research, analyze and interpret technical information and present it in clear language to multiple audiences;
- Knowledge of Mi'kmaw culture, communication styles and value systems;
- Demonstrated ability to maintain strict confidentiality is required;
- Successful candidate must produce a valid Criminal record check;
- Must possess and maintain a valid Driver's License and access to reliable vehicle;

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

Resumes and Cover Letters 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: Thursday, June 30th, 2022 at 4:30 PM AST.

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