

# **INDIGENOUS EMPLOYMENT OFFICER** **NOVA SCOTIA**



**Clearwater Seafoods** is one of North America's largest vertically integrated seafood companies and the largest holder of shellfish licenses and quotas in Canada. It is recognized globally for its superior quality, food safety, diversity of species and reliable worldwide delivery of premium wild, eco-certified seafood, including scallops, lobster, clams, cold water shrimp, sea cucumber, langoustine, whelk, and crab. Since its founding in 1976, Clearwater has invested in science, people and technological innovation, as well as resource ownership and management to sustain and grow its seafood resource. This commitment has allowed it to remain a leader in the global seafood market and in sustainable seafood excellence.

Clearwater has a long tradition of partnering with First Nations. As part of the Offshore Clam Partnership Landmark Agreement, the 14 Mi'kmaq communities and Clearwater have begun to lead the development of a new model of fishing industry/First Nations collaboration that will create valuable full time employment opportunities for members of participating Mi'kmaq communities. Recently, Clearwater Seafoods announced the sale of Clearwater to a partnership between FNC Holdings Limited Partnership, representing a coalition of Mi'kmaq First Nations and Premium Brands Holdings Corporation. The Mi'kmaq First Nations Coalition and Premium Brands each acquire 50% ownership in Atlantic Canada's largest fishing company.

To accelerate the efforts related to employment opportunities for members of Mi'kmaq communities, Clearwater Seafoods' requires a Full Time **Indigenous Employment Officer** located within Nova Scotia.

## **Purpose of Position**

The Indigenous Employment Officer will work very closely with First Nation communities in Nova Scotia and Newfoundland to develop and implement employment and retention strategies specifically targeted for Mi'kmaw people to achieve the shared employment goals between First Nations and Clearwater. The Indigenous Employment Officer leverages her/his strong relationships within the communities to promote career opportunities with Clearwater and to promote Clearwater as the employer of choice for Indigenous communities.

The Indigenous Employment Officer will work closely with the Indigenous Employment Officers in community to promote opportunities and programs in all communities. The Employment Officer connects with interested and potential candidates, helps candidates with their applications and supports them during the onboarding process as they join the company. They will support the HR team with the selection of potential candidates, management of talent pipelines as well as training.

The Indigenous Employment Officer will support the Clearwater team and our Director of Indigenous Relations as they develop Clearwater's longer term Indigenous Strategy, especially related to employment and career programs.

## **Major Responsibilities:**

- Participate in community meetings including council meetings, meetings with IEOs, community information sessions and career fairs.
- Lead recruitment drives, career fairs, connecting with schools etc.
- Support the HR team in the assessment of job opportunities and required qualifications.
- Assess the available Indigenous employees to determine their relevant skills.
- Work with Indigenous applicants on developing resumes, cover letters and interview preparation techniques.
- Support the HR team in the recruitment of community members for employment or upgrades, training, apprenticeship programs.
- Support the HR team in the review of applicant information, interviewing applicants, and the selection of candidates.
- Support HR in the creation of a comprehensive orientation and retention program for Indigenous employees.
- Act as the 'go-to' person for Indigenous hires as they settle into their jobs including orientation, periodic check ins etc.
- Completion of exit interviews as required.
- Assess existing barriers that prevent community members from accessing employment opportunities and work with HR and the business to remove those barriers.
- Support the Clearwater team with cultural training.

## **Key Behavioral Competencies (Personal Characteristics)**

- Ability to build trustworthy relationships.
- Ability to communicate well with a diverse group of people.
- Ability to problem-solve, create and, recommend innovative solutions that work for the fishing industry.
- Team focus & collaborative approach.

- Ability to work both independently & as member of a team.
- Excellent organizational & time management skills.
- Strong attention to detail & analytical skills.
- Excellent verbal & written communication skills.

#### **Qualifications**

- Minimum 2 years' HR experience, especially in the field of Talent Acquisition.
- Strong knowledge and relationships with Indigenous communities and organizations.
- Knowledge of Indigenous culture and history.
- Knowledge of the Fisheries would be considered an asset.
- Post-secondary degree and diploma in Human Resources Management is an asset.
- Proficient in Microsoft Office Suite: Word, Outlook, PowerPoint, and Excel.
- Strong mediation / negotiation skills.

**Qualified candidates are invited to submit their resume by November 17<sup>th</sup>, 2023, to:  
Clearwater Seafoods Limited Partnership  
757 Bedford Highway, Bedford, Nova Scotia, B4A 3Z7**

**E-Mail to: [careers@clearwater.ca](mailto:careers@clearwater.ca) (please state job title in email subject line)  
Fax: 902-407-3732**

*This is a designated position for First Nations applicants. We thank all applicants for their interest; however only those selected for an interview will be contacted.*

