



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Animal Control Officer
Department: Administration
Reports To: Executive Director
Salary: Commensurate with experience

The Opportunity:

The Animal Control Officer is responsible for enforcement of Membertou's Animal Control By-Law. The purpose of the Animal Control By-Law is to ensure the health and safety of the Membertou community by establishing rules against uncontrolled ownership, breeding and running at large dogs on the reserve.

The Animal Control Officer may act as an enforcement agent, advocate, a resource and a navigator for members of the Membertou community.

Duties and Responsibilities:

- Respond to citizen complaints concerning stray dogs;
- Investigating animal neglect, cruelty, hoarding, and intentional acts of abuse;
- Rescuing dogs in extreme cold or heat;
- Impound lost, homeless, dangerous and prohibited dogs;
- Issue warnings and citations to owners;
- Attend court proceedings and provide submissions to the court on behalf of Membertou, as required;
- Establish and maintain facilities to care for impounded and seized dogs;
- Establish and maintain a registration and identification tag system for Membertou;
- Educate the community about animal welfare and responsible ownership;
- Provide reports to Chief and Council on activities, community resources, gaps and recommendations to improve community services in animal control;

Qualifications:

- Must possess excellent organizational and time management skills;
- Must be able to maintain a degree of confidentiality;
- Must be willing to take any necessary training as mandated by Membertou;
- Ability to work with veterinarians, enforcement partners and the Membertou community;
- Effective written and oral advocacy skills;
- Strong computer skills with experience using word processing software;
- Able to resolve conflicts and solve problems;
- Ability to work effectively under pressure and in stressful situations;
- Ability to prepare written reports as required;
- Willing to work flexible hours and travel with minimal notice;
- Must possess a valid driver's license and vehicle;
- Must provide a Criminal Reference Check;
- Mi'kmaq of Nova Scotia ancestry and ability to speak the Mi'kmaw 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 Executive Director.

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

To Apply: Submit your cover letter and résumé to:

Attention: Scott Thomas

Membertou Human Resources Department

47 Autwen Ma'sl Awti

Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, September 18th, 2026, at 4:30 PM AST.

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

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.