



EMPLOYMENT OPPORTUNITY

Confederacy of Mi'kmaq Nations

Department of Social Enterprise and Economic Development

Manager, Stewardship Services and Project Delivery

About CMN

Confederacy of Mi'kmaq Nations (CMN) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. CMN's Department of Social Enterprise and Economic Development (SEED) is currently looking for a motivated and knowledgeable candidate to fill the role of **Manager, Stewardship Services and Project Delivery**.

Position Overview

Under the direction of the Director of Social Enterprise and Economic Development and reporting to the Associate Director, the Manager, Stewardship Services and Project Delivery, will support the planning, coordination, and implementation of business development initiatives within the department.

The Manager, Stewardship Services and Project Delivery is responsible for the successful delivery of CMN Indigenous Stewardship Services following contract execution. The role serves as the primary owner of project delivery, client success, relationship management, quality assurance, subcontractor coordination, and continuous product improvement.

Overview of Responsibilities:

- Lead projects from contract execution through final delivery and close-out.
- Manage schedules, budgets, milestones, risks, deliverables and resources.
- Act as primary client contact after contract award.
- Lead multidisciplinary teams of employees, subcontractors and specialists
- Support product development, pricing reviews, delivery methodologies and service improvements.
- Implement quality assurance processes and peer reviews.
- Support proposal development and project scoping.

Position Requirements:

- Bachelor's degree in a related field or equivalent experience.
- 5-7 years of progressive project management experience.
- Experience managing consultants, contractors or multidisciplinary teams.
- Experience working with Indigenous organizations preferred.
- PMP designation considered an asset.
- Project leadership and stakeholder management.

- Strong communication and relationship-building skills.
- Budgeting, forecasting and operational planning.
- Ability to lead through influence rather than direct authority.
- Travel throughout Nova Scotia and to CMN member communities is required. Occasional travel outside Nova Scotia may be required.
- A valid driver's license and access to reliable transportation are required.
- Occasional work outside normal business hours may be required to support meetings, events, community priorities and program activities.
- Some familiarity with the Mi'kmaw language is considered an asset, or a willingness to learn Mi'kmaw greetings and terminology relevant to the position.

Why work with us?

Confederacy of Mi'kmaw Nations (CMN) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join the CMN Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$61,714.29 - \$86,400.00 per year. This is a permanent position (pending one-year probationary contract).

Application Deadline: Open until position is filled

Submit Cover Letter AND Resume to:

Human Resources
c/o Confederacy of Mi'kmaw Nations
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Candidates must be legally entitled to work in Canada. Proof of work authorization will be required upon offer of employment.***