

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Governance

#### ***Band Membership Clerk***

##### **About CMM**

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing 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. The CMM is located in the Millbrook Mi'kmaw Community in Nova Scotia and has over 100 Employees. The CMM's Department of Governance is currently looking for an energetic, mature and independent candidate to fill the role of **Band Membership Clerk**.

##### **Position Overview**

Reporting to the Senior Director of Governance, the Membership Clerk supports The CMM in the delivery of Membership Services to the following CMM communities: Annapolis Valley, Bear River, Glooscap, Paqtnkek, Pictou Landing, and Millbrook First Nations. The CMM Membership Clerk will also keep updated records and maintain proper files supporting the membership lists and maintain an updated membership list that is managed on behalf of Indigenous Services Canada (ISC).

##### **Responsibilities:**

- Develop an annual workplan for fiscal year
- Register Births, Deaths, Marriages, etc. within the Indian Registry Database
- Maintain Band Membership lists by completing band change reports and communicating with ISC
- Coordinate in-community visits with Band Administration to deliver membership services to clients
- Provide population statistics and submitting monthly reports (travel, etc.) to the Senior Director as needed
- Assist with special projects, such as annual report, Mi'kmaq Data Hub, and collaboration with other departments with population statistics

##### **Position Requirements:**

- Minimum of a certificate or diploma in Office Administration, Business Administration, Indigenous Studies, or related field.
- One-year experience in an administrative, or database management role.
- Working knowledge of First Nation Communities, First Nation service delivery organizations, and applicable government programming etc.
- Strong initiative, motivation, conscientiousness, and dedication.
- Strong intrapersonal, interpersonal, team and professional skills.
- Proficient in Microsoft Office Suite.
- Excellent organizational and prioritization skills.
- Experience working for a First Nations (FN) community or organization (an asset).
- Knowledge of developments related to Membership and Indian Status policy and law also considered an asset.
- Must have a valid driver's license, reliable vehicle, and ability to travel frequently (day and overnight trips).
- Must be willing to provide The CMM with a recent criminal record, vulnerable sector, and child abuse registry check.

##### **Salary/Employment Term:**

Anticipated salary: \$36,400 per year. This is a one-year contract with the opportunity for renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

**Application Deadline: November 29, 2020**

Submit Cover Letter AND Resume to:

**Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto: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 up-to-date CV along with Cover Letter and qualify for interview will be contacted** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***