

Job Opportunity

Economic Development Administrator

The Confederacy of Mainland Mi'kmaq is seeking a full time Economic Development Administrator to work out of the CMM office.

General Description

Under the supervision of the Director, Community Programs and Corporate Services, the Administrator will perform a wide range of administrative and financial duties such as:

- Provide information concerning the sources and conditions of available Economic Development financing to CMM and member bands;
- Perform reporting requirements for organizational and community programs;
- Participate in various boards and committees as requested, which relate to Economic Development;
- Prepare reports and proposals for submission to funding partners for committee and community projects/programs;
- To provide information, materials and resources to member band EDO's for programs and support function of administration and coordination of workshops and/or training; and
- To provide Human Resource support upon request.

Qualifications:

- Post Secondary degree or certificate program in Management, Economic Development or Administration;
- Knowledge of government & private industry programs with respect to economic development;
- Working knowledge of the political and social environment of Nova Scotia First Nation communities;
- Basic knowledge of business, feasibility, marketing, and communication plans;
- Valid drivers license and ability to travel;
- Ability to communicate effectively, orally and written;
- Experience using computer programs such as MS Word, Excel, Power Point, and Internet/E-mail; and
- Effective Interpersonal skills, high level of initiative and motivation.

Salary: to be determined according to qualifications and experience.

Application deadline: July 2, 2010 by 1:00pm

Submit Resume to:

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