



Kwilmu'kw Maw-klusuaqn  
**Mi'kmaq Rights Initiative**

Our Rights. Our Future.

# Employment Opportunity



**POSTION:** Food, Social, & Ceremonial Fisheries Coordinator

**LOCATION:** Flexible within Nova Scotia

**TERM:** To March 31, 2023 with a possibility of extension

**CLOSING DATE:** Open Until Filled

## **JOB SUMMARY**

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMK) supports the Assembly of Nova Scotia Mi'kmaw Chiefs (Assembly) in the negotiation and consultation processes. KMK engages Nova Scotia Mi'kmaw communities on the best ways to implement our collective Aboriginal and Treaty Rights. KMK is seeking a **Food, Social, & Ceremonial Fisheries Coordinator** to assist with this important work.

Reporting to the Fisheries Lead, the **Food, Social, & Ceremonial (FSC) Fisheries Coordinator** will be responsible for the coordination and organizing of meetings, gathering and cataloging FSC related information from partnering organizations, and providing administrative and logistical support as required to partnering organizations. Additionally, this role will organize and participate in FSC related community meetings throughout the province.

## **DUTIES AND RESPONSIBILITIES**

- Coordinate the scheduling of Food, Social, Ceremonial Fisheries meetings with the Confederacy of Mainland Mi'kmaq (CMM) and Unama'ki Institute of Natural Resources (UNIR)
- Collect information from CMM and UNIR, compiling and cataloging FSC data and information
- Coordinate and participate in community meetings as required
- Coordinate, and participate in, meetings with the Federal Department of Fisheries and Oceans (DFO), CMM and UNIR



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- Provide support for and respond to direct requests for information, responding as required or forward messages to appropriate staff
- Maintain a FSC master calendar of in-house and external meetings
- Provide assistance as needed to the CMM and UNIR FSC roles
- Produce regular reports as requested
- Perform other related duties as requested
- Travel within the province will be required

## QUALIFICATIONS

- Prior experience providing administrative support, in particular the coordination of meetings
- Prior experience collecting and compiling data/information is an asset
- Strong interpersonal, written communication and organization skills
- Proficient in the use of Microsoft Office programs
- Excellent attention to detail
- Fisheries experience or understanding is a strong asset
- Knowledge of Mi'kmaq Traditions, culture and of the Nova Scotia Mi'kmaq communities
- Knowledge of Mi'kmaq Traditional Use and Mi'kmaq Rights
- Ability to advocate for issues of concern for the Mi'kmaq of Nova Scotia
- Ability to balance priorities and consistently meet deadlines
- Written and verbal communication skills that allow you to inform and advise others clearly
- Prior experience working with Mi'kmaq and/or Aboriginal communities and organizations is required

## CONDITIONS OF EMPLOYMENT

- Must hold and maintain a valid NS driver's license. Travel throughout Nova Scotia will be required.
- Potential for occasional work on weekends or evenings.

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**Applications will not be accepted without a cover letter and resume.**

**Applications must be received by 11:59pm on the closing date and can be emailed to:  
CAREERS@MIKMAQRIGHTS.COM**

Kwilmu'kw Maw-klusuaqn hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

**Please note that only those selected for further consideration will be contacted.**