



## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	Associate Director of Technical Services
<b>Report To:</b>	Director of Technical Services
<b>Location:</b>	47 Church Rd, Natoaganeg (Eel Ground) NB
<b>Minimum Starting Salary:</b>	\$80,000 Negotiable
<b>Application Deadline:</b>	Open until a suitable candidate is found
<b>Anticipated Start Date:</b>	As soon as possible

### **NSMTC Member Communities:**

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly)

### **Purpose of the Position:**

This individual will hold a senior leadership role within our Technical Services Department. They will be responsible for supporting the Director with strategic planning, team leadership, program management, budget management, performance monitoring, policy compliance, human resources, and decision making.

The Associate Director will assist with the continuous development, improvement, and implementation of the Technical Services Department business plan and growth strategy. This will include identifying growth opportunities and strategic hires to advance the goals and objectives of the Department.

This full-time role offers a unique opportunity to making an ever-lasting impact in the First Nation housing and infrastructure sectors, making it an excellent opportunity to advance or compliment your career.

### **Program Areas:**

- Infrastructure (Asset Management, Maintenance Management, Asset Condition Reporting System)
- Green Communities (Solid Waste Management, Climate Change)
- Water and Wastewater (Circuit Rider Training Program, Water Hub, GIS)
- Housing (Capacity Building, Construction, Renovations, Energy Efficiency)
- Capital Project Support (Planning, Studies, Design, and Construction)

### **Key Responsibilities:**

- Support the Director with the oversight and management of NSMTC's Technical Services Department.



- Assist with strategic planning, team leadership, program management, budget management, performance monitoring, policy compliance, and decision making.
- Support the Director and Program Managers with program development including identifying long-term objectives, goals, community services / supports, and growth opportunities.
- Prepare proposals and funding applications to secure sustainable and predictable funding to achieve program objectives and goals.
- Develop RFP's and RFQ's for the solicitation of consulting and contracting services.
- Determine opportunities to optimize the financial and human resource performance of the Department.
- Develop and establish relationships with government departments, non-governmental agencies, and external organizations to advance Department's goals and objectives.
- Represent NSMTC on national and regional committees that will directly benefit NSMTC and member communities.

**Qualifications and Skills:**

- Bachelor's Degree or Diploma in applicable field (Business, Science or Engineering Technology).
- 5+ years of project and / or program management experience in the public and / or private sector.
- 5+ years of departmental management and administrative experience in the public and / or private sector.
- Experience working with First Nations.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

**What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

**Additional Information**

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this full-time position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

**Application Deadline**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca).

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.