



EMPLOYMENT OPPORTUNITY

Position Title: Project/Program Manager (Energy Services)
Report To: Director of Energy Services
Location: 38 Micmac Road, Natoaganeg (Eel Ground), NB E1V 4B1
Anticipated Start Date: January 6, 2025
Application Deadline: December 5, 2024

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).

Position Overview:

The Project/Program Manager will develop, oversee, and provide leadership for a portfolio of projects, programs, initiatives, and services targeted at enhancing Indigenous inclusion in the energy transition and supporting the seven Member Nations of the North Shore Mi'kmaq Tribal Council in their progression to a net-zero future.

Key Responsibilities:

- Deliver a portfolio of successful projects, programs, initiatives, and services on time, on budget and on scope for internal and external stakeholders/clients.
- Participate in resource management, financial planning, budgeting, and forecasting for the Energy Services department.
- Initiate, develop and maintain strong and respectful relationships with elected leadership and administration staff of NSMTC Member Nations, as well collaborative relationships with federal, provincial, private sector and non-government agencies.
- Identify opportunities for projects and initiatives relative to the works of Energy Services, and subsequently design, secure resourcing, and manage projects from conception through to completion.
- Anticipate, prepare, and submit funding proposals to secure operational and project/initiative specific resources.
- Lead processes to attract and secure external professional services/third-party contracting services including development of requests for proposals, responses to requests for information, addenda, bid summary packages, project award notifications, and assist with development of contract documents.
- Develop and maintain up-to-date project and financial tracking systems; prepare project progress and performance reports.
- Provide written and oral briefings/reports to the Director of Energy Services, the NSMTC General Manager, and the NSMTC Board of Directors as may be required on projects, initiatives, and services.



- Represent and act as a spokesperson for Energy Services and NSMTC at industry events, conferences, workshops, and roundtables.
- Other duties as required to meet organizational objectives.

Qualifications and Skills:

- Bachelor's Degree or College Diploma in engineering, project management, environmental science, finance, public relations, business administration, or a related field.
- 5+ years of progressive experience as a project management practitioner.
- Excellent verbal and written communication, facilitation, and presentation skills, including proven ability to write winning proposals/bids.
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Powerpoint, Teams, etc.), Adobe, and the ability to learn other software applications.
- Demonstrable experience working with a broad range of stakeholders.
- Excellent relationship building skills to interact with leadership, colleagues, and internal and external clients.
- Strong analytical, decision-making, and organizational skills.
- Ability to mentor and manage teams in a cross-functional and collaborative environment.
- Accreditation in Project Management (i.e., PMP) considered an asset.
- Experience working within the Atlantic Canada Energy Sector considered an asset.
- Demonstrated understanding of Indigenous peoples, 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 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 by December 5, 2024 at 4:00 p.m.

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