



NORTH SHORE
Mi'kmaq Tribal Council

EMPLOYMENT OPPORTUNITY

Position Title: Green Communities Coordinator
Report To: Solid Waste Program Manager
Location: 47 Church Road, Natoaganeg, NB, E1V 4E6
Anticipated Start Date: April 28, 2025
Application Deadline: April 7, 2025

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 Green Communities Coordinator will work with First Nation communities to develop, update, and implement solid waste management plans, policies, and procedures, ensuring high-quality practices. They also will promote community education through outreach and engagement programs related to waste management, advancing sustainability and environmental stewardship across the region.

Duties and Responsibilities:

- Assist First Nation communities and stakeholders in developing proposals and responding to requests for proposals (RFPs) for solid waste management projects.
- Develop RFPs to secure services from consultants and contractors related to solid waste management.
- Collaborate with regional service commissions and other entities providing waste management services.
- Provide coordination and advisory support to NSMTC and First Nation leadership on solid waste management issues.
- Support First Nation communities in creating and implementing solid waste management plans, policies, and procedures.
- Develop and implement programs to enhance waste transfer stations and waste diversion initiatives.
- Engage with First Nation communities, Tribal Councils, and regional partners to research and share best practices in solid waste management.
- Build partnerships with federal, provincial, and municipal governments, as well as waste management commissions and companies.
- Assist First Nation communities in procuring materials, supplies, and equipment for solid waste management.
- Plan and deliver educational workshops for First Nation communities.
- Participate in outreach activities and community events to promote solid waste management awareness.
- Engage in training, workshops, and mentoring as outlined in a personal learning plan.
- Other duties as required to meet organizational objectives.



Qualifications and Skills:

- University Bachelor's degree or Community College diploma in applicable field (Environmental Science, Urban planning, Agricultural)
- Completion of formal training or qualifications in solid waste management or community planning.
- Knowledge of solid waste management theories, practices, and principles, including planning and response activities.
- Experience in creating community solid waste management plans, educational resources, and managing projects, budgets, and programs.
- Skilled in facilitating workshops for diverse groups, including community members, leadership, and schools.
- Proven ability to provide strategic advice and recommendations to senior leadership.
- Strong communication skills, including report/proposal writing, social media engagement, and networking.
- Excellent analytical, decision-making, and organizational abilities.
- Capable of working independently and collaboratively in team settings.
- Demonstrated understanding of First Nation communities, traditions, and socio-economic conditions.
- 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 Monday April 7 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.