



NORTH SHORE

Mi'kmaq Tribal Council

EMPLOYMENT OPPORTUNITY

Position Title: Infrastructure Management Coordinator
Position Type: Permanent/Full time
Location: 47 Church Road, Natoaganeg (Eel Ground), NB
Anticipated Start Date: April 14th, 2025
Application Deadline: March 21st, 2025

NSMTC Member Communities:

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

Position Overview:

Reporting to the Infrastructure Services Manager, the Infrastructure Management Coordinator is responsible for providing support on Infrastructure Management services to NSMTC member communities. This involves the coordination of related Indigenous Services Canada (ISC) funding proposals and related deliverables such as, the development and maintenance of the asset databases, updating asset management plans (AMPs), developing training modules as needed, and participating in cross-departmental projects as required.

Key Responsibilities:

Please note that the following duties are not exhaustive and subject to change based on the needs of the organization and/or supervisor:

Community Engagement

- Engaging with communities asset management stakeholders
- Working with communities and NSMTC staff to compile relevant asset documentation
- Providing resources and guidance to First Nation communities on “best practices”

Program Management

- Developing, monitoring, implementing and maintaining work under the NSMTC Asset Management Program
- Identifying opportunities for capacity development
- Providing on-going support for each of the NSMTC member communities
- Develop and/or source capacity building workshops, exercises, and training material for NSMTC member communities
- Other technical and administrative duties as required.

Partnerships

- Establish and build strong relationships with NSMTC staff, leadership, staff from NSMTC member communities, and other governmental/non-governmental agencies
- Serve as a liaison between NSMTC member communities, contractors, consultants, and governmental organizations
- Other duties as required to meet organizational objectives.



Qualifications and Skills:

Education & Experience

- Post-secondary diploma in a in Engineering Technology, Architectural Technology, Asset Management, or GIS relevant field with 3 years of related work experience.
- Formal coursework in Asset Management and database management
- Other combinations of education and/or experience may be considered

Technical Skills

- Understanding of the First Nations organizations and communities within the North Shore Mi'kmaq Tribal Council as well as a knowledge of Mi'kmaq community programming
- Proficiency with MS Office Suite and willingness to learn other software as required
- Knowledge of current regulations, codes and standards for residential and commercial construction
- Experience in preparing and responding to Request for Proposals
- A valid driver's license and access to reliable transportation is required, as occasional travel within and outside New Brunswick may be necessary.

Professional Skills

- Demonstrated ability to work effectively within a team and independently while creating valuable relationships internally, in community and with external partners.
- Excellent collaboration, communication, and interpersonal skills
- Strong report writing and presentation skills
- Ability to maintain a high level of confidentiality and professionalism.
- Demonstrated problem solving, critical thinking and innovation skills.
- Excellent organization and time management skills

Assets

- Experience working in or with First Nations communities.
- Related Accounting experience including accounting software
- Certification in Asset Management
- Project Management experience
- 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 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 March 21st, 2025 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.