



EMPLOYMENT OPPORTUNITY

Position Title: Infrastructure Services Coordinator
Position Type: Permanent/Full time
Location: 47 Church Road, Natoaganeg (Eel Ground), NB
Anticipated Start Date: July 7, 2025
Application Deadline: June 13, 2025

Position Overview:

Reporting to the Infrastructure Services Manager, the Infrastructure Services Coordinator is responsible for providing support on Infrastructure Management services to all participating First Nation 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.

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).

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)*

- Engaging with the community's asset management stakeholders
- Working with the community and NSMTC Departments and staff to compile relevant asset documentation
- Providing resources and guidance to First Nation communities on "best practices"
- Developing, monitoring, implementing and maintaining the 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.
- Establish and build strong relationships with NSMTC staff, leadership and staff from participating First Nation communities, and other governmental/non-governmental agencies
- Serve as a liaison between participating First Nations, contractors, consultants, and governmental organizations

Education & Experience

- Post-secondary diploma in Engineering Technology, Architectural Technology, Asset Management, or a 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

**Qualifications & Skills:**

- Knowledge of NSMTC member communities, Mi'kmaq community programming, and Indigenous traditions, socio-economic conditions, and governance structures
- Experience working in or with First Nations communities
- Proficiency in the MS Office Suite and the ability to learn new software
- Understanding of current construction regulations, codes, and standards
- Experience preparing and responding to Requests for Proposals (RFPs)
- Valid driver's license and reliable transportation (occasional travel required)
- Strong ability to work independently and collaboratively with internal teams and external partners
- Excellent communication, collaboration, report writing, and presentation skills
- High level of professionalism, confidentiality, and interpersonal awareness
- Demonstrated skills in problem-solving, critical thinking, organization, and time management
- Experience with accounting systems and/or project management
- Certification in Asset Management is considered an asset
- Spoken and written English required; proficiency in Mi'kmaq 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 **June 13th, 2025, at 4:00pm**. We thank those who apply, however, only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.