



EMPLOYMENT OPPORTUNITY Education & Engagement Coordinator

Join Our Team

The North Shore Mi'kmaq Tribal Council (NSMTC) is seeking an **Education & Engagement Coordinator** to join our Support Services Department.

Position Title:	Education & Engagement Coordinator (One year term)
Report To:	Data Governance Lead
Location:	Hybrid (Remote & in person)
Anticipated Start Date:	November 16, 2026
Application Deadline:	October 28, 2026

NSMTC Member Communities

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

The Opportunity

The North Shore Mi'kmaq Tribal Council (NSMTC) is seeking an Education & Engagement Coordinator for a one year term to support digital education, organizational learning, youth programming, and engagement across our member communities. This role is ideal for someone with an education background who enjoys teaching, facilitating, developing learning resources, and building relationships. Technical expertise in Data Governance, OCAP®, privacy, cybersecurity, or AI is not required, as comprehensive training and mentorship will be provided.

What You'll Do

The purpose of this role is to support the operational needs of managers and staff as NSMTC continues to adopt OCAP®, Indigenous Data Sovereignty, and responsible Artificial Intelligence (AI) ethics across the organization and within our member communities. Working alongside the Data Governance team, the successful candidate will help translate complex concepts into practical, accessible learning opportunities through education, engagement, and relationship-building.

North Shore Mi'kmaq Tribal Council (NSMTC)

Main Office – 38 Micmac Road, Natoaganeg (Eel Ground) First Nation, NB E1V 4B1
T: 506.627.4611 | **F:** 506.627.4613 | **E:** Info@NSMTC.ca | **W:** NSMTC.ca

Education & Resource Development:

- Develop, update, and maintain training materials, presentations, facilitator guides, curriculum, handouts, and educational resources.
- Assist with the design and continuous improvement of learning materials for staff, youth, leadership, and community members.

Administrative Support & Project Coordination:

- Provide administrative support for grant-funded initiatives, project coordination, reporting, tracking, scheduling, and documentation.
- Assist managers with operational priorities by organizing educational initiatives, maintaining project records, and supporting program implementation.

Delivery & Engagement:

- Deliver educational sessions, workshops, Lunch & Learns, and presentations.
- Facilitate monthly community engagement sessions and roundtable discussions.
- Support youth programming, including the Little Teacher (Nujikina'muet-jjj) initiative, and deliver programming within community schools.
- Build relationships by attending events, engaging with community members, and helping share knowledge where it is needed most.

What You Bring

- A background in education with experience teaching, facilitating, coaching, mentoring, or presenting.
- Strong communication, organization, and relationship-building skills.
- Confidence presenting to small and large groups.
- Creativity in developing educational materials and learning experiences.
- Strong cultural understanding and awareness is considered an asset.
- Willingness to learn and champion OCAP®, Indigenous Data Sovereignty, AI ethics, and digital best practices.
- Ability to travel throughout NSMTC member communities.
- Experience working with First Nation communities and/or Indigenous organizations would be considered a strong asset.
- An equivalent combination of education, training, professional experience and demonstrated leadership may be considered.

Working at NSMTC

Our employees are expected to contribute beyond their individual roles. They understand how their work supports NSMTC's broader strategic direction, communicate effectively, use good judgment in their day-to-day work, manage their responsibilities reliably, work collaboratively across the organization, and build trusted relationships with the communities we serve.

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Above all, we are looking for someone who understands how their work contributes to strong teams, programs, and services for First Nation communities.

Interested in Joining NSMTC?

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.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information:

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 October 28, 2026, 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.

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