



## OPPORTUNITY BRIEF

# Associate Executive Director

SEARCH CONDUCTED BY PLACEMAKING 4G





## ABOUT

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, positioned in the hub of Nova Scotia. Millbrook First Nation also has reserve land in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour, along with other privately owned lands near Truro and Sheet Harbour.

Using its geographic location, Millbrook First Nation has thrived in numerous economic development endeavours within the past decade. Economic development projects include but are not limited to the construction of the Truro, Millbrook Power Centre, residential apartment buildings and a gaming centre located in Cole Harbour, and a wharf in Sheet Harbour.

## Vision

*Millbrook First Nation to be the economic engine for the benefit of its members.*

## Membership

**On Reserve:** 981  
**Off Reserve:** 1331  
**Total:** 2312

## This Moment, This Position

The Associate Executive Director reports directly to the Executive Director and is responsible for ensuring administrative operations are conducted in a respectful and responsible way and that all decisions made, and actions taken are within the relevant legislation, bylaws and policies and procedures that govern Millbrook First Nation.

While the Executive Director will focus on the strategic initiatives, long term plans and Chief and Council mandates, the Associate Executive Director will be responsible for focusing on the day-to-day administrative operations, ensuring effective utilization of resources and staff by reviewing and assessing long and short- term administrative planning objectives, operational policies, accounting procedures, staffing needs and troubleshooting community concerns in conjunction with the appropriate program staff.

The Associate Executive Director is responsible for managing the administrative operations and programs and services including Administration, Communications, Human Resources, EMO, Employment and Training, Education, Health Services, Culture and Heritage, Parks and Recreation, Security and By-Law and must ensure that operations are conducted in a responsible, confidential, and ethical manner.

The Associate Executive Director will be responsible for working closely with Millbrook's Executive Director, CFO and Chief and Council to translate Millbrook directives into operational plans to be implemented by management and staff.





**The Associate Executive Director is a full-time position and is designated as a non-council position. This means that anyone who holds this position is ineligible to run for or hold a seat on Millbrook Council.**

## POSITION RESPONSIBILITIES

### Knowledge Of:

- Knowledge of and respect for Indigenous culture, customs, traditions, and issues.
- Knowledge of corporate and or government methods that include financial and human resources, strategic planning and policy development and implementation.
- Knowledge of relevant legislation, policies and procedures related to the First Nation, programs and services, human resources, operations, and finance.
- Thorough knowledge of key federal, provincial, and other funding sources, programming, and reporting requirements of Indigenous Services Canada (ISC).
- Understanding of the social and economic issues facing Indigenous people
- Advanced computer skills and programs and able to adapt to technological change.
- Basic financial knowledge, including bookkeeping, budgeting, and accounting.

### Key Skills:

- Strong leadership and conflict management skills.
- Results-orientation.
- Excellent written and communication skills (e.g., meeting notes, reports, decision).
- Proficient in Microsoft Office Suite or related software.
- Effective public relations and public speaking skills.
- Self-starter and that can effectively manage own time.
- Willingness to be a good community role model.
- Strong analytical skills with ability to develop creative solutions.
- Sound decision-making skills.



# The Ideal Candidate

The ideal candidate for this role possesses a Post-Secondary Degree in Business or Public Administration, First Nations Governance or a similar discipline. You have proven experience working with Indigenous communities and/or organizations that inform your knowledge of First Nations governance and cultural practices.

You have strong human resource skills and have demonstrated excellent relationship-building and communication skills. Additionally, you have experience with project management and success managing a complex organization.



## EXPERIENCE & EDUCATION

- Minimum Post-secondary Degree in a related discipline; in Business Administration, Public Administration, First Nations Governance, or similar discipline.
- At least 3 years of related experience with 5 years in a management position.
- A combination of relevant experience and education may be considered.
- Knowledge of First Nations Administration.
- Project management experience an asset.
- Proven experience working with Indigenous communities and/or organizations.
- Broad knowledge of First Nations governance and cultural practices.
- Demonstrated ability to manage a complex organization including reporting, budgeting, administration, management, and program delivery.
- Strong human resource skills with ability to manage, supervise and provide direction to management and staff.
- Excellent verbal and written communication skills combined with the ability to build and maintain strong relationships with a wide range of stakeholders.
- Criminal Records Check required.



# THE PACKAGE

Salary: \$90,000 - \$110,000

*(based on knowledge, experience and qualifications.)*

Benefits and Pension

Vacation + Holiday closure in December

Location: Millbrook, Nova Scotia

*The successful candidate will be required to obtain or upgrade the following certifications: Criminal Record Check.*

## STATEMENT OF INTENTION

We are seeking a candidate with knowledge of and cultural sensitivity towards First Nations culture and our way of life.

Preference will be provided to qualified Indigenous peoples, particularly those that identify as Mi'kmaq, and/or who are from Millbrook First Nation.

If accommodation to the recruitment process would help you to present your full contribution potential to the process, we would love to support you.

Apply now by [Clicking Here!](#)

Applications will be accepted until  
**March 8th, 2024.**

Please include a cover letter that speaks your experience and offers a glimpse of your personality. Wela'lin!



## What to Expect

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.