



## **Job Opportunity – First Nations Community Information Officer**

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**Job Title:** First Nations Community Information Officer (CIO)  
**Position Type:** Temporary – part-time casual  
**Start Date:** November 1, 2024  
**Wage:** \$27.50 per hour\*

### **About Us**

Elections Nova Scotia (ENS) is an independent, non-partisan agency that is responsible to deliver fair and inclusive provincial elections impartially and professionally. ENS is committed to enhancing the electoral process for all Nova Scotians through inclusion, diversity, equity, and access. We invite all Nova Scotians to participate in the process of democracy.

### **Job Overview**

Reporting to the First Nations Liaison Officer (FNLO), the First Nations Community Information Officers (CIO) will support ENS's efforts to improve inclusion, diversity, equity, and accessibility in the provincial electoral system. To achieve this, a CIO will assist with planning and preparedness in each of the Tribal Council communities of the Union of Nova Scotia Mi'kmaq and the Confederacy of Mainland Mi'kmaq leading up to the next provincial election. Working with the FNLO and Returning Offices, the CIOs are responsible for increasing election awareness, providing electors with information on how to register to vote, and making voting information accessible in their community.

### **Key Responsibilities**

To be successful as a CIO you have experience engaging and working within your First Nations community and will apply that knowledge to implementing ENS's Outreach program for the 42<sup>nd</sup> provincial general election.

The CIOs are responsible:

- To work with ENS, the FNLO, and Returning Officers to deliver an election in their community,
- To complete a community profile outlining voter needs in their community,

- To share electoral information and materials with community members to build awareness,
- To assist with voter registration initiatives in their community,
- To help source polling station availability in their community,
- To help recruit election workers from their community as needed, and
- To serve as a deputy returning officer in their community during the election as needed.

### **Experience and Skills**

- Must remain non-partisan while working with ENS
- Knowledge of First Nations culture and history and the ability to remain politically neutral within your community
- The successful applicant must demonstrate an understanding of the principals of inclusion, diversity, equity, and accessibility
- Excellent verbal communication skills
- Excellent organization and time management skills
- Ability to work independently and as part of a team

### **Education**

The CIO position is best served through the completion of Grade 12 or acceptable equivalent. Education alone is not the sole criteria when determining suitability for selection to this position; the successful candidates must also demonstrate an appropriate combination of the above listed skills and experience.

### **Additional Information**

- Persons of Indigenous identity will be given preference
- This is a temporary part-time casual position
- CIOs will be compensated for their time but work hours may vary week-to-week.

**Please send resume to [IDEAS@electionsnovascotia.ca](mailto:IDEAS@electionsnovascotia.ca) and in the subject line of the email refer to the First Nations Community Information Officer job posting.**

*\*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.*