



Job Opportunity

Job Title: First Nations Liaison Officer (FNLO)
Position Type: Temporary – Part-time
Location: Dartmouth, Nova Scotia
Wage: \$27.55 per hour*
Duration: To end of March 2021 (with possibility of extension)

About Us

Elections Nova Scotia is an independent, non-partisan agency that is responsible for the administration of the Elections Act. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes.

Elections Nova Scotia must always be prepared to conduct a provincial general election or by-election.

Job Overview

Reporting to the Director of Operations the FNLO will be responsible for leading Elections Nova Scotia's First Nations Strategy, which involves outreach with each of the Tribal Council communities of the Union of Nova Scotia Mi'kmaq and the Confederacy of Mainland Mi'kmaq for the purpose of informing and working with community members regarding the 41st Provincial General Election.

Experience and Key Activities

As the FNLO you have experience engaging and working with First Nations communities. The FNLO shall work with the Director of Operations to plan and implement the First Nations Strategy for the 41st Provincial General Election.

The FNLO will:

- Conduct outreach activities and liaise with the 13 Mi'kmaq Chiefs across the province
- Lead the recruitment and appointment process for the Community Relations Officer role
- Assist in the development of training programs and training collateral for the Community Relations Officer role
- Assist in delivering training to Community Relations Officers
- Establish formal feedback and lessons learned procedures
- Respond to inquiries from the public related to the First Nations Strategy.

Skills / Abilities

- Non-partisanship while working with Elections Nova Scotia (ENS)
- The ability to be politically neutral within the community
- Knowledge of, and ability to apply, an understanding of First Nations cultural principles and protocols in work situations
- Excellent verbal communication and public speaking skills
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint
- Ability to work independently and with teams; and
- Good organization and time management skills.

Education

The position of First Nations Liaison Officer is best served through the completion of Grade 12 or acceptable equivalent. Some University or College is preferred. However, equivalencies will be considered. Education alone is not the sole criteria when determining suitability for selection to this position. In addition to education levels, successful candidates must demonstrate an appropriate combination of the above listed skills and work experience.

Physical Demands / Working Conditions

- Persons of Indigenous identity will be given preference
- Successful candidate must have valid drivers license as travel will be required
- Position can work remotely but will be required to work periodically at Elections Nova Scotia head office in Dartmouth.

Job posting closes September 23rd. Please send resume to elections@novascotia.ca and in the subject line of the email refer to the First Nations Liaison 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.