



## **Job Opportunity – First Nations Liaison Officer (2 positions)**

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<b>Job Title:</b>	First Nations Liaison Officer (FNLO)
<b>Position Type:</b>	Temporary – full-time
<b>Duration:</b>	One year (possibility of extension)
<b>Location:</b>	Dartmouth, Nova Scotia
<b>Wage:</b>	\$28.20 per hour (maximum of 35 hours per week)*

### **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**

ENS has developed a comprehensive Outreach Strategy to improve inclusion, diversity, equity, and access to the electoral process with a particular focus on the 42<sup>nd</sup> provincial general election, to be held in July 2025.

The First Nations Liaison Officer (FNLO), working as a member of the Outreach Team and under the direction of the Director of Policy and Communications, is responsible to implement the Strategy, and additional activities identified by First Nations communities and off-reserve organizations, to ensure their communities' electorate needs are understood and met.

The FNLO position is also responsible for recruiting and supporting Community Information Officers who will assist with the planning and delivery of the next provincial election within each of the tribal council

communities of the Union of Nova Scotia Mi'kmaq and the Confederacy of Mainland Mi'kmaq.

The FNLO must remain non-partisan while working with Elections NS.

### **Key Responsibilities**

As the FNLO you have experience engaging and working with First Nations communities, and will apply that knowledge to planning and implementing ENS's outreach program for the 42<sup>st</sup> provincial general election.

The FNLO is responsible:

- to provide personal and community insights to influence engagement with First Nations communities across the province
- to conduct outreach activities and liaise with the 13 Mi'kmaw Chiefs and off-reserve organizations which support First Nation communities
- to provide recommendations regarding First Nation voters' needs or barriers (real or perceived) to the voting process
- to lead the recruitment, appointment, and training of Community Information Officers to ensure the ENS Outreach Strategy is reflected in the delivery of impartial and professional elections within the First Nation communities
- To support the collaborative development of ENS's overall outreach programming and materials for provincial electoral events
- To support the collection of quantitative and qualitative performance measures

### **Experience, Skills and Strengths**

- The successful applicant must demonstrate applicable experience and strong understanding in the areas of inclusion, diversity, equity, and accessibility
- Knowledge of, and commitment to, best practices related to inclusion and engagement are considered essential for success in this position
- Knowledge of, and ability to apply, an understanding of First Nations' culture, history and community strengths
- Excellent verbal communication, public speaking and facilitation skills
- Experience in program delivery and community development principles
- Strong problem-solving skills based on respectful listening and creative problem solving

- Comfortable with the principles of adult education
- Comfortable with a fluid work environment that is required to respond to situations that could challenge a fair and professional election
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint
- Ability to work independently and as part of a team
- Excellent organization and time management skills

## **Education**

Some university or college education is preferred; however, equivalent experience would be considered.

Formal education is not the sole criteria. We recognize the importance of engagement, leadership and respect within the community; and the very important education one learns through life experiences.

Familiarity with First Nation's communities; commitment and enthusiasm for the democratic process; and demonstrated success in program delivery will be key factors in the selection process.

## **Additional Information**

- Persons of Indigenous identity will be given preference
- Successful candidate must have valid drivers license as travel will be required;
- The FNLO can work remotely but will be required to work periodically at ENS head office in Dartmouth.

**Job posting closes: Friday, May 17, 2024.** Please send resume and cover letter to [elections@novascotia.ca](mailto: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.*