



**Union of Nova Scotia Indians**  
**Job Opportunity**  
**(Full-time Contract Position until March 30, 2022)**

**Project Manager**  
**Mi'kmaq Nation Cancer Care Strategy, Nova Scotia**

The Mi'kmaq Nation Cancer Care Strategy will identify specific policy and practice changes that, when implemented, will help prevent cancer, detect it earlier and improve the cancer journey for people from Mi'kmaq communities in Nova Scotia. The Project Manager will coordinate the multi-year Mi'kmaq Nation Cancer Care Strategy Development Initiative in Nova Scotia, defining strategy elements and securing agreements for implementation by 2022. While working with a steering committee and a small staff team, major tasks of this initiative include:

- Build collaboration between Mi'kmaq community health teams and IWK/NSHA cancer system staff.
- Make a case to ensure culturally safe and equitable cancer care services for Mi'kmaq community clients.
- Implement a Mi'kmaq Youth healthy living program.
- Design a more culturally safe, trauma-informed and Mi'kmaq community-centered cancer screening/early detection program and build community capacity for support.
- Integrate Mi'kmaq end of life journey practices into the cancer care system.

**KEY RESPONSIBILITIES OF POSITION**

***Project Coordination and Management***

- Be the first point of contact and manage the day to day aspects of this initiative;
- Convene, facilitate, and share reports from leadership and steering committee processes;
- Use strategic communication to ensure that all stake holders are informed and included in project decision-making and progress;
- Track the budget, complete progress and final reports, assist in evaluation and monitor progress against identified milestones;
- Lead the Knowledge Translation component of the project;

***Cancer Strategy Engagement, Policy Analysis and Development***

- Host and report on community and stakeholder engagement and analysis opportunities;
- Using engagement, cancer care system assessments and through meetings with partners, develop the Mi'kmaq Cancer Care Strategy;
- Clarify agreements for implementation of long-term system changes;

**QUALIFICATIONS**

- Minimum of an undergraduate degree in health, business or social science OR demonstrated experience;
- Strong organizational and effective interpersonal skills. Successful experience managing staff;
- Experience with project development and coordination;
- Experience working in diverse cultural settings and knowledgeable of cultural issues associated within the context of a First Nation;
- Ability to communicate effectively and demonstrate good report writing skills. Ability to use a computer (MS Word, Excel, PowerPoint);
- Must be available Monday to Friday with flexibility for some evenings and weekends if/as required;
- Valid driver's license and ability to travel. Must have access to own vehicle;
- Knowledge of the Mi'kmaq language would be an asset;
- Preference will be given to First Nations Applicants.

**Closing Date for Applications: **WEDNESDAY, DECEMBER 12, 2018 AT 4:30PM****

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**\*Please send your Cover Letter, Resume and list of three professional references (names and contact info) to:**

**Rachel Paul: [rpaul@unsi.ns.ca](mailto:rpaul@unsi.ns.ca)**

**\*Please note incomplete applications will not be accepted.**

**Offer of employment contingent upon favorable criminal record check and vulnerable sector check.**

*Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSI hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.*

*Disclaimer:*

*The Union of Nova Scotia Indians reserves the right to refuse any and all applications for employment at any time during the hiring process.*