



## MI'KMAQ CONFEDERACY OF PEI

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*The Mi'kmaq Confederacy of PEI (MCPEI) is a non-profit Tribal Council and Aboriginal and treaty rights forum governed by a Board of Directors consisting of the Band Councils from Lennox Island and Abegweit First Nations. MCPEI serves as a provincial forum for the member First Nations on political and policy issues and provides advisory services to member First Nation Councils in band governance, community planning, financial, economic development and technical services. MCPEI works to build the necessary infrastructure to promote, protect and enhance all PEI Mi'kmaq and to advance the Aboriginal and treaty rights of the Mi'kmaq.*

### **SENIOR OPERATIONS OFFICER**

Reporting to the Executive Director, and as a peer to the MCPEI Program Directors, the Senior Operations Officer will be responsible for enhancing the internal organization process and infrastructure that will allow MCPEI to grow and fulfill its mission.

As the successful candidate, you have, at a minimum, a Bachelor Degree, and have extensive operational experience, ideally having worked in a senior management role for 10 + years. You have a strong financial background and significant experience working with budgets. You excel at organizational development, financial planning, personnel management, strategic planning and communications. A detailed job description is available upon request and on our website: [www.mcpei.ca/jobs](http://www.mcpei.ca/jobs).

MCPEI offers a competitive salary and benefits package and provides an excellent opportunity for personal growth and challenge. If you are interested in becoming a key member of MCPEI's management team, you may forward your resume and covering letter by **Friday, February 7<sup>th</sup>, 2014** to:

Tammy MacDonald  
Intake Officer  
Mi'kmaq Confederacy of PEI  
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199 Grafton Street  
Charlottetown, PEI  
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