



CAPACITY DEVELOPMENT  
UNION OF NOVA SCOTIA MI'KMAQ

**Union of Nova Scotia Mi'kmaq**  
**Data Governance**  
**Job Description**



**Position (Job Title):** Program Coordinator  
(Mi'kmaw Ethics Watch - MEW)

**Supervisor:** Research Analyst

**Location:** Home based office

**Employment Term:** 1 year term (possibility for extension)

**Scope of Position:**

Reporting to the Research Analyst, the Program Coordinator (Mi'kmaw Ethics Watch – MEW) ensures the timely and ethical review of all research project proposals related to the Mi'kmaq Nation. The Program Coordinator ensures that researchers, reviewers and the general public are aware of the processes of conducting formal research involving Mi'kmaq (L'nuk) People and communities.

As a member of the Data Governance team, the Program Coordinator will actively engage with all projects and services to ensure that Mi'kmaw People are treated fairly and ethically as subjects of research and in accordance with OCAP principles. The Program Coordinator must be able to manage multiple tasks and possess excellent time management skills, be responsive and able to take direction while being fully dedicated to their delegated tasks.

**Key Responsibilities:**

- Coordinate ethical reviews related to research (impacting the Mi'kmaq Nation) and ensure they are conducted in a timely and professional manner;
- Follow a systematic approach to coordinating MEW submissions, setting deadlines and communicating with researchers in a professional and timely manner;
- Develop and update MEW processes, policies, procedures and protocols to strengthen Indigenous research governance in alignment with community priorities;
- Recruit, train and support an inventory of MEW reviewers;
- Ensure that researchers, reviewers and the general public are informed about the importance of the MEW program which includes a variety of communication tools and strategies;
- Build and maintain relationships with Mi'kmaw communities, researchers, and institutions to advance ethical, respectful and transformative research practices;

- Provide guidance to researchers on ethical responsibilities, requirements, and consequences for breaches of protocols;
- Participate in team meetings, stakeholder meetings, conferences, training and teleconferences; and
- Support the Data Governance team initiatives related to the establishment of the Regional Data Centre.

*Please note that the duties outlined in this job description are not exhaustive and other duties may be required.*

### **Qualifications:**

- Must have University Degree or College Diploma in a related field (social or Indigenous studies, history, humanities, library, archives) or equivalent work experience;
- Minimum of two years of project coordinator/management experience;
- Proficient in Microsoft Office (Word, Excel, PowerPoint), iOS hardware and software, Gmail, and Calendar;
- Effective communication skills (written and verbal) required, with the ability to present information to a variety of stakeholders;
- Excellent organizational and technical skills;
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, member communities, and external partners;
- A high level of trust and confidentiality;
- Experience with community-based research projects;
- Self-motivated, team player excited to work in a fast-paced environment, and complete tasks in a timely manner;
- Experience working with First Nations, both regional and/or community level is preferred;
- Knowledge of Indigenous and/or Mi'kmaq culture and history is considered an asset;
- Ability to speak and/or understand Mi'kmaq language is considered an asset; and
- Access to a reliable vehicle, and ability to travel; and
- Valid driver's license required.

To Apply: <https://unsm.bamboohr.com/careers/69>

Disclaimer:

The Union of Nova Scotia Mi'kmaq reserves the right to refuse all applications for employment at any time during the hiring process. No applications will be accepted beyond the closing deadline.

While we appreciate all applications, only those candidates short-listed for an interview will be contacted.

UNSM may cancel, postpone, or revise employment opportunities at any time.