



Posted: May 31st, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full Time Contract** position (contract until March 2025 with possibility of extension):

LANDS PROJECT COORDINATOR **Government Services and Administration Building**

The Lands Project Coordinator position is to spearhead critical initiatives within the Curve Lake First Nation's land management sector, ensuring alignment with community needs, regulatory requirements, and strategic goals.

The duties and responsibilities of this position are:

1. Community Engagement and Consultation:

- Facilitate consultation sessions and engagement processes to gather input on land management projects.
- Ensure that community needs and aspirations are considered in the development and implementation of land-related initiatives.
- Foster transparent communication channels between the Lands Department and community members to promote inclusivity and accountability.
- Attend committee meetings as required.

2. Project Coordination and Oversight:

- Coordinate and oversee various special projects within the Lands Department, including Additions to Reserve, Land Use Plan and Land Designation.
- Develop project plans, timelines, and budgets in collaboration with relevant stakeholders.
- Monitor project progress, identify potential risks or challenges, and implement mitigation strategies as needed to ensure successful outcomes.
- Provide monthly updates to the Director of Lands & Environment on the status of identified projects.
- In compliance with the Curve Lake First Nation Procurement Policy, where funding is readily available, hire consultants and/or professional services necessary to complete projects.

3. Stakeholder Collaboration:

- Establish and maintain collaborative relationships with internal and external stakeholders, including community members, administrative staff, and external organizations.
- Work closely with partners to leverage resources, share best practices, and enhance the effectiveness of land management projects.
- Represent Curve Lake First Nation at relevant meetings, conferences, and events related to land management and community development.

4. Compliance and Reporting:

- Ensure compliance with legislation, policies, and procedures that impact land management activities within the First Nation.
- Oversee any reporting requirements to outside agencies, ensuring accuracy and timeliness of submissions.
- Stay informed about regulatory updates and changes to ensure ongoing adherence to regulatory standards.



QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education & Experience:

- A degree or diploma from a recognized post-secondary institution with a minimum of three (3) years of experience preferably in land management or environmental management.

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Knowledge of Geographic Information Systems (GIS) considered an asset
- Planning experience considered an asset
- Knowledge of First Nations culture, history, values and protocol
- Knowledge of current Federal and Provincial legislation, policy and programs that impact First Nation lands
- Continuously update knowledge and skills through professional development opportunities (ex. NALMA and OALA) to enhance effectiveness in the role
- Excellent oral and written communication skills
- Proven experience and ability in conducting research and analysis
- Ability to work with a variety of individuals including professionals and non-professionals to provide information, facilitate discussion and solicit decisions
- Ability to work and interact as a team member while respecting lines of authority and reporting requirements
- Sound judgement and good work ethic
- Computer literate (including Microsoft Word, Excel, database software, email)
- Excellent time management skills
- Online and in-person Meetings

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture, and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Full Time Contract** position beginning immediately. Annual range for this position is **\$59,809 - \$65,125** based on a 39.5 work week (contract until March 2025 with possibility of extension).

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday June 14th, 2024 at 12:00pm Noon.

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.