

Long Lake #58 First Nation

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LAND CLAIMS COORDINATOR

The Land Claims Coordinator is a Special Project position responsible for the provision of direction, leadership and oversight in the delivery of the land claims and lands selection processes. The position manages the delegated human, financial and contracted resources in accordance with established LLFN policies and procedures. The Land Claims Coordinator leads in the overall planning and reporting and provides supervisory direction and evaluation to staff assigned to the program. The Land Claims Coordinator works with Governance Portfolio Holders, Governance Committee, Legal Counsel, the Lands Department and LLFN membership.

Responsibilities

- Record minutes at negotiations with Crowns and internal meetings with Council.
- Organize community engagement sessions regarding land claim updates.
- Prepare and distribute information materials for community engagement sessions.
- Liaise with the land use planners, Lands Department staff, and Council regarding land selection process, initiatives and requirements.
- Create databases / libraries of land claim materials for LLFN Council, staff, and membership.
- Present products at workshops and meetings.
- Understand and provide support and guidance on the Land Code and related policies and procedures.
- Review and report on current trends, opportunities and challenges affecting lands and environmental issues.
- Keep up to date on business best-practices and provide recommendations to enhance current practices.
- Prepare reports, correspondence, program materials or other written documents.
- Develop and maintain relationships with potential partners, communities, and other First Nations.
- All other duties, as assigned.

Accountability

The Land Claims Coordinator is accountable to, and is under the day-to-day supervision of, the Lands Manager.

Education and Skill Requirements

Education and Experience

- Diploma or degree in related field (management, natural resources, environment sciences, etc.) or combination of education and considerable work experience.
- At least 2 years related work experience.
- Experience working in a First Nation Organization.

Mandatory Requirements

- Must have a valid driver's license and access to reliable transportation.

Desirable Skills

- Excellent verbal presentation and group-collaboration skills.
- Coordinating and facilitating community meetings/discussions.
- Excellent interpersonal and relationship building skills to foster relationships with potential business partners, community members and Chief & Council.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Ability to work independently and as part of the Lands Team.
- Excellent verbal, written, presentation and record-keeping skills.
- Excellent computer skills and familiarity with Microsoft office software.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

Reviewed: August 2026