

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
Fax: (807) 876-2757

EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

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

- Manage the Land Claim Land Selection process including budgets, proposals and activities related to land selection.
- Manage the development and continual updating of the Land Selection Inventory Criteria.
- Manage the Framework Agreement Identification and coordination of lands for consideration.
- Preparation of land appraisals and identification of water resources, forestry, mining, potential hydro sites and mineral deposits o Plan and coordinate activities related to mineral deposit sampling, surveying land boundaries and water testing.
- Coordination of third-party reviews, identifying additional studies and third-party resources such as land use planners, surveyors, map resources, etc.
- Manage the land claims and lands selection process:
 - Liaise with the Lands Department staff to ensure that the lands selection process remains workable with the existing LLFN Land Code under the Framework Agreement on First Nations Land Management.
- Manage the reports and documentation to support the work of the Lands Selection team
 - Develop work plans in conjunction with direct reports
 - Submission of regular progress reports to management and political (internal) representatives.
- Present products at workshops and meetings.
- Communicate to other staff and community members LLFN Land Claims and Lands Selection initiatives and requirements.

- 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 Economic Development 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

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY NOVEMBER 11, 2022