

Long Lake #58 First Nation

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LANDS AND ENVIRONMENTAL COORDINATOR

Long Lake #58 First Nation (LL#58FN) is seeking an experienced professional to fill the role of Lands and Environmental Coordinator for its Lands and Economic Development Department. The Lands and Environmental Coordinator is responsible for the overall planning and operation of Long Lake #58 First Nation Lands as it develops and expands through the implementation of the LL#58FN Land Code and upcoming land development priorities. The Lands and Environmental Coordinator is responsible for supporting the operation of the Economic Development Department.

Duties and Responsibilities

- Assist the lands team in all facets of lands management: research for law development, procedures, land management policies, operational planning and evaluation.
- Maintain and update work plans and budgets.
- Develop, implement, and enforce environmental policies and land laws:
 - Environmental management plan.
 - Environmental assessment.
 - Risk-level assessment scale.
 - Environmental protection.
 - Governance structures.
 - Ancillary activities related to lands and environment.
- Coordinate the completion of environmental site assessment and site remediations of LL58FN lands.
- The Lands and Environmental Coordinator will implement the LL#58FN Land Code.
- Implement and update land use plans, environmental management plans, land laws, and the LL#58FN Environmental Assessment Law.
- Develop a process and templates for LL#58FN land permits and leases.
- Evaluate federal, provincial and municipal policies, legislation, and regulations.
- Liaise and partnership with members, the Lands Committee, Chief and Council, third-party stakeholders and both provincial and federal government bodies.
- Responsible for the creation and implementation of Lands Department work plans and budgets.
- Present information at workshops and meetings.
- Submit updates for the Lands and Economic Department Newsletter.
- Provide support, guidance, and information on the LL#58FN Land Code and its related policies, procedures, and land laws.
- Review and report on current trends, opportunities and challenges affecting LL#58FN lands and environment.

- Keep up to date on business best-practices and provide recommendations to enhance current practices.
- Prepare reports, correspondence, program materials or other written documents.
- Support management in strategic planning and program implementation.
- Prepare regular progress reports for the Lands and Economic Development Manager.
- Supervise and lead staff in the Lands Department while creating work plans and monitoring staff performance
- Design, submit, and implement proposals for land law development and other land and environment strategies and initiatives.
- Frequent travel and flexibility to work outside of regular office hours may be required.
- All other duties, as assigned.

Accountability

The Lands and Environmental Coordinator is accountable to and is under the day-to-day supervision of the Manager of Lands and Economic Development.

Education and Skill Requirements

Education and Experience

- Diploma or degree in related field (law, 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.

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.
- Ability to take initiative and a willingness to learn.
- Ability to work independently and as part of the Lands and Economic Development 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