

Long Lake #58 First Nation

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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.

LANDS OFFICER

Long Lake #58 First Nation (LL58FN), a growing and progressive First Nation, requires an energetic and experienced professional to fill the role of Lands Officer for its Lands Department. Reporting directly to the Lands and Environment Coordinator, the Lands Officer is responsible to take on the exciting challenge of assisting with the development and implementation of administrative policies and procedures related to the LL58FN Land Code.

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.
- Perform searches and inquiries on the First Nations Land Registry System (FNLRs) when required.
- Develop, process and register LL58FN lands instruments according to the First Nation Land Registry System Regulations.
- Develop and maintain a filing system for a separate LL58FN Lands Registry System.
- Coordinate the development and implementation of land laws and policies related to heritage sites, land holdings, permits, leases, licenses and zoning.
- Maintain an electronic band membership database and generate population statistics.
- Understand the LL58FN Land Code and the LL58FN Employee Policies and Procedures.
- Submit bi-weekly progress reports to the Lands Manager.
- Perform monthly financial monitoring of program budget and expenditures.
- Actively engage community members in a positive and meaningful way by creatively presenting and gathering information at workshops and meetings.
- Professionally coordinate and facilitate meetings with Chief and Council, Lands Committee, lawyers, government and non-government agencies, lands staff and other departments.
- Attend relevant internal and external meetings, conferences, and training as required.
- Frequent travel and flexibility to work outside of regular office hours may be required.
- Must be able to perform other Lands Department related duties as required

Accountability

The Lands Officer is accountable to and is under the day-to-day supervision of the Lands and Environment Coordinator.

Qualifications/Skills/Must Haves

- Post-secondary Diploma/Degree in land use planning, business administration, environmental science, or related field and one to three years of relevant experience, or any equivalent combination of education, training, certification and experience.
- Knowledge of general land use planning and land holdings on-reserve would be an asset.

- Must be passionate about community values, lands and environmental protection.
- Familiarity with LL58FN's perspective in relation to lands, resources and governance.
- Must be able to work independently, and take initiative and work with projects in a very direct and confident way.
- Must be creative, energetic and passionate about learning.
- Experience with public speaking and facilitation of small and large target groups virtually and in-person preferred.
- Proficiency with social media, virtual meetings, email, Microsoft Office applications and creating infographics.
- Ability to research, analyze and interpret information to write reports and correspondence.
- Excellent verbal and written communication skills.
- Possession of a valid driver's license and access to a reliable vehicle preferred.
- Ability to professional conduct oneself in and out of an office setting.
- Self-Management - effectively balance personal life and professional demands, ability to tolerate demanding workloads, maintain habits of personal well-being, accept responsibility for one's own behaviors and exhibit self-confidence.

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 JUNE 3, 2022