



NETMIZAAGGAMIG NISHNAABEG

UNSURENDERED

Employment Opportunity

Position: Consultation Coordinator

Duration: Full-Time Temporary (18 Months) – Covering Parental Leave

Closing Date: Until Filled

The Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) is an Ojibway Community of approximately 350 people whose traditional territory expands White Lake in Northwestern Ontario.

Purpose and Scope:

Under the direction of the Lands and Resources Manager, the Consultation Coordinator is a highly motivated individual with exceptional organization skills, possesses excellent attention to detail, and exceptional written and verbal communication skills. The role of the Consultation Coordinator is to receive consultation requests from various Ministries or proponents, on behalf of Netmizaaggamig Nishnaabeg. The Consultation Coordinator will file each request appropriately and follow the consultation procedures set out by the Lands and Resources Department. With the full assistance of the Lands and Resources Department, the Consultation Coordinator is to ensure that every consultation request is responded to within the associated timelines. The Consultation Coordinator is also responsible for consultation tracking and document filing in our internal systems. The Consultation Coordinator will also be monitoring all terms and conditions of permits to ensure they are being upheld. The Consultation Coordinator will engage proponents and organize site inspections.

This is a full-time temporary position with Netmizaaggamig Nishnaabeg and is eligible to enroll in our employee benefit package.

Knowledge:

- The candidate must possess land stewardship awareness;
- Environmental and safety standards awareness;
- Understand the long-term vision of Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) Lands and Resources land stewardship;

Skills and Abilities:

- Quick learner that can grasp new concepts, procedures, new technologies and be able to adapt in a changing working environment;
- Ensure effective and efficient planning and implementation of weekly, monthly and yearly scheduling;
- Co-ordinate all activities to maintain established targets;
- Traditional land use activities experience/knowledge;
- Field skills which may include GPS navigation, outboard motor operation, canoeing, ATV skills, field site assessments, map and compass outdoor navigation skills, would be an asset.
- Work within budget, environment and health and safety concerns;
- Experience with completing funding applications/proposals;
- Strong written and verbal communication skills;



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- Strong interpersonal skills;
- Exceptional attention to detail;
- Experience with digital filing system, Basecamp, will be an asset;
- Self motivated individual who can work with minimal supervision and as a team player.

Qualifications:

- Completion of Secondary School or GED;
- Post secondary studies related to the environmental/outdoor studies or an equivalent combination of education and related work experience;

Conditions:

- Must be able to work a flexible work schedule that will occasionally include evenings and weekends;
- Must be able to operate ATV, UTV, or snowmachine and be versed in field site inspections.
- The candidate must have a valid class G driver's license and a reliable vehicle;
- Able to provide an acceptable criminal records check and satisfactory pre-employment drug test.

Salary Range: Competitive based on qualifications.

Interested candidates are asked to submit a cover letter and resume via email to Jesse Gaudette, Lands and Resources Manager, at jesse.gaudette@picmobert.ca . Please use the subject line: **ConsultationCoordinator_FirstName LastName**.

Only successful applicants will be contacted.