



Posted: March 8, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **One (1) Year Full Time Term** position:

LANDS & RESOURCE CONSULTATION

Duties:

- Develop and implement a consultation protocol for community or local consultation and decision making relating to Lands and Resources
- Develop a multi year plan and set implementation schedule for improving consultation capacity relating to Lands and Resources
- Identify training needs for Lands and Resources Consultation Trainees as well as additional training for interested community members
- Assist and support with administration duties within Lands Consultation Department
- Conduct several community and regional meetings so issues are understood by community members as well as neighboring communities
- Assist with Internal Community Consultation issues and processes to help facilitate community decision making process
- Travel to outside organizations that host meetings from time to time within our traditional territory on issues that may affect the First Nation and update Council on these issues

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- University Degree or College Diploma relating to Lands and Resources

Other:

- Prior experience within a First Nation or Aboriginal organization is preferred

RATED REQUIREMENTS:

Knowledge/Skills:

- Knowledge and appreciation of First Nation Culture and Traditions
- Knowledge of consultation processes and off Reserve Lands and Resource issues
- Excellent communication skills, both written and oral
- Extensive knowledge of computer programs and software including Microsoft Word, Microsoft Excel, Access, Outlook, and internet browsers

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22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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www.curvelakefirstnation.ca

- High level of public relation skills

Abilities:

- Ability to work independently and within a team environment
- Ability to communicate effectively with a variety of personalities
- Ability to interview, moderate groups, and present information
- Ability to work flexible hours including weekends and evenings

Personal Suitability:

- Must have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- High level of sensitivity to issues affecting First Nations
- Possess a strong background in research

TERMS OF EMPLOYMENT:

This is One (1) Year Full Time Term position beginning immediately. Annual salary range for this position is \$40,466 to \$44,962 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday March 24, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.