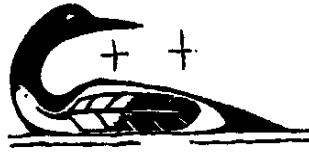


# Long Lake #58 First Nation

209 Otter Street  
PO Box 609  
Longlac, Ontario  
P0T 2A0



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

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Long Lake #58 First Nation (LLFN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LLFN 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. LLFN is an Ojibway nation actively involved in the management of its traditional lands and resources while protecting its culture and natural heritage while participating in the regional economy.

## Land Claims Coordinator - Full Time

### Position Summary:

Reporting directly to the Band Manager, 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 existing Lands Department and LLFN membership.

### Duties and Responsibilities:

#### Program Management

- Manage the Land Claim Land Selection process including budgets 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
  - 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:
  - Liaison with the existing Lands Department 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.

### Finance and Administration:

- Assists the Band Manager with annual Land Claims Department budget
- Perform monthly, quarterly and annual financial monitoring of all program expenditures
- Ensure that all Lands Selection programming operates within budget allocations.

**Human Resources Management:**

- Submit paperwork for timesheets, leave requests in a timely manner
- Ensuring that vital services are covered at all times, assists with on-call issues and planning holiday coverage
- Participates in annual evaluations for self and others, and providing regular constructive performance feedback.

**Quality Management:**

- Manage the working relationships and effective two-way communication with Elders, members and families to understand their traditional land, knowledge and way of life
- Manage the design and implementation of community meetings with the above listed groups as required.

**Reporting:**

- Manage the submission of regular reports (narrative and financial) on a bi weekly or as required basis to the Band Manager
- Manage the completion of all reporting on a timely basis.

**Funding:**

- Seek, identify and assist the Band Manager with applying for program related funding available to LLFN.

**Building Relationships:**

- Provide and lead opportunities for staff and other service providers to coordinate services, assist one another, and debrief for constant improvement within the Lands Department
- Act as the Lands Selection representative with external stakeholders and government bodies when required
- Negotiate to eliminate obstacles in the acquisition of land.

**Other Duties:**

- Frequent travel and flexibility to work outside of regular office hours may be required.
- Must be able to perform other related duties are required.

**Qualifications and Experience:**

Degree or Diploma in one of the following:

- Business, Environmental Land Management, Environmental Policy or a related field
- Secondary School Graduation Diploma or equivalent plus minimum five (5) years' related experience.

Preference will be given to LLFN members who demonstrate extensive knowledge of the land claims process to date.

**Skills & Abilities:**

- Experience with consultation and/or building partnerships with government, organizations, and communities.
- Experience providing advice, briefings and presentations to senior management
- Strong written and oral communication skills, interpersonal skills, diplomacy and public speaking abilities
- Ability to work with minimal supervision
- Understanding of land uses, and land management issues
- Knowledge of supervision and management concepts

- Knowledge of land claims and traditional territory as it pertains to LLFN

**Personal Suitability:**

- Knowledge of LLFN culture, society and economy;
- Community awareness
- Proficient in MS software applications
- Valid driver's license and access to a reliable vehicle.
- Dependability
- Punctuality
- Adaptability
- Judgement
- Initiative

**Skills to be considered an asset:**

- Ability to use Geographic Information Systems and Mapping

**To Apply:** Applicants must submit a cover letter, resume, three references and a police criminal record check, by email or hand deliver in person to:

**Ted Muise**

**Human Resources Manager**

Long Lake #58 First Nation

PO Box 609, Longlac, ON P0T 2A0

Email: [ted.muise@longlake58fn.ca](mailto:ted.muise@longlake58fn.ca)

**Deadline:** Tuesday, 3<sup>rd</sup> November 2020 (12:00 p.m.)

We encourage LLFN members to apply. We thank all candidates who apply; however, only those selected for an interview will be contacted.