



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

Position	Community Based Land Use Planning (CBLUP) Assistant
Competition #	LRAS-06-2025
Salary Range	34,570 – 46,100
Location	Constance Lake First Nation
Posted	June 4, 2025
Closed	June 18, 2025 @ 4:00pm

POSITION SUMMARY:

The Community Based Land Use Planning (CBLUP) Assistant will support the Lands and Resources Department and related staff in the planning and implementation of land use and resource management initiatives. The role involves administrative, clerical, and coordination duties aimed at promoting sustainable planning across the community's traditional territories. The Assistant will contribute to research and logistical support in areas such as natural resources development, and more.

PREFERRED QUALIFICATIONS:

- Secondary School Diploma or equivalent
- Strong written and verbal communication skills
- Excellent organizational, time management, and interpersonal skills
- Proficiency with computers and office software (MS Office, email, etc.)
- Ability to work independently and within a team
- A valid criminal record check is required

DUTIES AND RESPONSIBILITIES:

- Provide clerical and administrative support to the Lands and Resources Department
- Assist in organizing meetings, workshops, and community gatherings
- Prepare, record, and type meeting minutes as required
- Answer phone calls and greet visitors in a professional and courteous manner
- Manage office duties including filing, photocopying, scanning, and correspondence
- Assist with data entry, document preparation, and land use research
- Perform other related duties as assigned by the Lands and Resources Officer

To apply: Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition #**LRAS-06-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.