



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

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| Position | Community Communications Liaison Officer |
| Competition # | CCLO-08-2025 |
| Salary Range | 47,440 – 65,231 |
| Location | Constance Lake First Nation |
| Posted | August 25, 2025 |
| Closed | September 8, 2025 @ 4:00pm |

POSITION SUMMARY:

CLFN Lands and Resources Department is seeking a proactive and community-driven **Community Communications Liaison Officer (CCLO)** to serve as the primary point of contact for communication and information sharing between Constance Lake, government representatives, industry partners, and other Matawa First Nations. This position plays a central role in supporting the community's participation in mineral and resource development activities by coordinating communication, providing timely updates, and ensuring that traditional knowledge and community concerns are reflected in related decision-making processes.

PREFERRED QUALIFICATIONS:

- Grade 12 diploma; post-secondary education in Communications, Indigenous Studies, Environmental Studies, or a related field is an asset.
- Knowledge of mineral and resource development, Indigenous consultation processes, and environmental permitting.
- Experience in a liaison or communications role, preferably within an Indigenous or First Nation context.
- Strong written and verbal communication skills, with the ability to translate technical information into accessible language.
- Proven research, organizational, and report writing skills.
- Cultural awareness and understanding of First Nation governance and values.
- Ability to work independently and build effective relationships with diverse stakeholders.
- Proficient in Microsoft Office and digital communication platforms.
- Valid Ontario Class G driver’s license and access to a reliable vehicle.
- Willingness to work flexible hours, including evenings and weekends as needed.
- Fluency in Cree or Oji-Cree is an asset.
- Experience working with government or industry on natural resource or consultation matters.
- Familiarity with Matawa Tribal Council Member First Nations and regional development issues.

DUTIES AND RESPONSIBILITIES:

- Act as the primary liaison and communication link between Constance Lake First Nation, provincial and federal government representatives, Matawa First Nations, industry, and other stakeholders.
- Serve as the main community contact for mineral and resource development, ensuring information flows to and from Chief and Council and their technical teams.
- Coordinate the review of exploration permits and development plans, ensuring alignment with community protocols and facilitating consultation with relevant groups.
- Maintain regular communication with the Ministry of Energy and Mines and other key agencies.
- Research mineral development projects and proponents; prepare accessible summaries and briefing notes.
- Monitor and assess the potential impacts of proposed activities within Constance Lake First Nation’s traditional territory.
- Promote informed community participation through meetings, forums, and educational materials.
- Draft and disseminate communications such as newsletters, updates, and social media content.
- Attend regional meetings and forums (e.g., Matawa Tribal Council), providing updates and reports to leadership.
- Maintain accurate records of communications, community engagement, and feedback.

To apply: Submit cover letter, resume, and three (3) recent employment references, quoting competition #**CCLO-08-2025** 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.