



## Community Communications Liaison Officer (CCLO)

**Type of Position: Full-Time Contract Position (with possibility of extension)**

**Closing Date: Until position is filled**

Ginoogaming First Nation (GFN) actively manages the land and water resources within their traditional homelands. Currently, there is an increase in mining activities in the region that will impact GFN's Traditional Homelands and in response GFN has created the position of Community Communications Liaison Officer (CCLO) to understand and communicate the activity in the region and the potential impacts on GFN and its members.

GFN is seeking an enthusiastic and committed individual to fill the role of CCLO. The focus of this position will be effectively communicating information related to development activities, especially mining and mining exploration, occurring in GFN's Traditional Homelands to GFN community members and leadership.

The CCLO will work in the capacity of liaison between the community and industry/government regarding mineral exploration and development activities, including high volumes of daily correspondence, conducting site visits, leading community engagements, reviewing plans and permit applications, attending meetings, training and workshops, and completing reporting.

**Reports To:** Director of Economic Development and Resource Management

### Key Responsibilities

The Community Communications Liaison Officer hired by GFN will continue to act as a liaison and coordinate communications and information sharing on behalf of GFN among leadership, community members, mining industry proponents, and the Crown. Services the CCLO will provide to GFN include:

- Support the Economic Development and Resource Management Department in communications activities, including correspondence, creation of mailouts and posters, newsletter publishing, meeting booking and notetaking;
- Sharing resource development related information from within and between GFN and other First Nation communities, Industry and Government;
- Functioning as a community liaison by bringing resource development related issues and information from GFN community members (including Elders, women, youth, trappers, small businesspeople, Band staff etc.) to leadership and technical staff
- Being a community reference/contact point for GFN, Matawa, Industry and Government to support GFN in participating in activities around development in the Ring of Fire area including reviewing and providing feedback on Plans and Permits;
- Ensuring Plan and Permit applications follow established internal community processes including meetings/discussions with relevant community groups and individuals;
- In response to Plan and Permit applications, maintaining regular contact with the Ministry of Northern Development and Mines (MNDM) Mineral Exploration and Development Consultant to ensure open lines of communication (e.g. Acknowledgement of receipt, update on community discussions, identify values) within established regulatory timelines;

- Work alongside Matawa's Mineral Development Information Services Officer (MDISO) in reviewing Plan and Permit applications including researching specific projects and proponents, preparing summaries and briefing notes, understanding and assessing the potential impacts of proposed activities on the Community's traditional homelands;
- Providing quarterly and annual reports to GFN and MNM regarding progress and plans in implementing activities;
- Attend relevant training/conferences/workshops;
- Attend meetings with other First Nations communities; and
- Coordinating education and outreach regarding natural resources development for community members.

## Skills and Qualifications

Applications for the Community Communications Liaison Officer are open only to members of Ginoogaming First Nation. The selected applicant must maintain strict confidentiality in performing the duties of Community Communications Liaison Officer.

### **Must have interest and knowledge of the following areas;**

- Mineral exploration and development activities;
- First Nations environmental concerns and traditional values;
- Potential economic and environmental effects of projects in Northern Ontario;
- First Nations governments, Anishinaabe culture, traditions and lifestyles; and;
- Working with First Nations.

### **Must demonstrate the following skills:**

- Excellent oral and written communication skills;
- Excellent organizational and interpersonal skills;
- Fluent with essential computer programs (Microsoft Office Suite, Internet Browser);
- Self-motivated with the ability to work independently with minimal supervision;
- Ability to speak and understand Ojibwe is considered an asset;
- Ability to speak and understand Ojibwe is considered an asset;
- Experience liaising with government and industry and a general understanding of the mineral exploration and mining industry considered an asset;
- Valid Ontario Driver's License, and access to a vehicle for work use (travel reimbursed at a mileage rate).

### **Must demonstrate the following personal attributes:**

- Reliable
- Enthusiastic
- Punctual

## Experience and Education Requirements

- Post-secondary diploma in a related field and/or equivalent experience in a related industry
- Experience in natural resources and geology
- Proficiency in office productivity software

- Experience working with First Nation communities, including knowledge of Indigenous culture, traditions, and teachings

### Other Requirements

- Ability to maintain professionalism and confidentiality
- Commitment to the values, culture, and policies of Ginoogaming First Nation
- Must be able to obtain a Criminal Record Check with Vulnerable Sector Screening
- Work is primarily community-based (in person), with some travel required
- Valid Class G Driver's License required
- Familiarity with regional industry and history is considered an asset

**Wage Range:** \$25.00 – \$28.00 (*Wage will be determined based on experience, qualifications, and internal salary grid.*)

Please send your cover letter along with your resume to [Krystal.Rondeau@ginoogamingfn.ca](mailto:Krystal.Rondeau@ginoogamingfn.ca) and CC: [Zhamm@ginoogamingfn.ca](mailto:Zhamm@ginoogamingfn.ca)

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications.

Only applicants who meet the above criteria will be contacted for an interview.

#### ***Artificial Intelligence Disclosure***

*Ginoogaming First Nation does not use artificial intelligence or automated decision-making tools in its hiring or recruitment processes. All applications are reviewed by qualified human resources staff.*