



UNION OF ONTARIO INDIANS

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Lands and Resources Program Coordinator

LOCATION: Anishinabek Nation Head Office, Nipissing First Nation **OR** Curve Lake First Nation Satellite Office **OR** Fort William First Nation Satellite Office **OR** Thunder Bay Satellite Office **OR** Garden River First Nation Satellite Office **OR** Sudbury Satellite Office

Full Time Position with Benefits

(after successfully completing 3 months of employment)

Salary Range: \$62,373 to \$70,690

The Program Coordinator is responsible for the coordination support of various initiatives of the Lands and Resources Department. Under the direction of Lands and Resources Manager, the Program Coordinator will work with the Lands and Resources Team to ensure the effective implementation of the various work plans, develop and maintain good working relationships with all First Nations, governments, agencies, associations, and associates of the Anishinabek Nation.

QUALIFICATIONS:

- Post-secondary Degree in related field; natural resources, environment administration, Indigenous studies, or related field;
- Working knowledge of the lands, natural resources, environment, and aspirations and current events related to First Nations affairs;
- Minimum two years' related work experience in natural resource/fish and wildlife sector;
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and relevant computer systems, programs and software) and able to learn new technologies and tools; and
- Valid Ontario driver's license and be insurable.

REQUIRED SKILLS:

- Excellent verbal and written communications,
- Liaison and facilitation skills;
- W Knowledge of Anishinabek First Nations;
- Excellent interpersonal, leadership and problem-solving skills;
- Exhibit professional attitudes and behavior; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

RESPONSIBILITIES:

- Implementing various lands and resources project work plans;
- Coordinating key engagement efforts with Anishinabek First Nations and their citizens;

- Coordinating ongoing updates and communications to Anishinabek Leadership and citizens;
- Liaising with Anishinabek First Nations, government agencies, and others;
- Communicating with Anishinabek First Nations, Chief and Councils, or the public;
- Coordinating relationship building meetings with the government, and the 39 Anishinabek First Nations;
- Coordinating the completion of an interim and final report;
- Providing administration support – monitoring contract, budget expenditures, expenditure processing, effective note taking, and following up on general inquiries;
- Supporting, planning, and implementing regional activities that will promote relationship building; and
- Other tasks as assigned.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Union of Ontario Indians. Note that the organization will conduct a reference check with the previous employee's immediate supervisor;
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, March 28, 2025.

Applications are to be submitted to:

Human Resources Department

Fax: (705) 497-9135 | Email: human.resources@anishinabek.ca

For inquiries regarding this position, please contact:

Jason Laronde, Director of Lands and Resources Department

Email: jason.laronde@anishinabek.ca

Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.