



Alderville First Nation

JOB POSTING: FULLTIME TERM CONTRACT POSITION Consultation Coordinator

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

JOB SCOPE: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Consultation Coordinator**. The Consultation Coordinator is the point of contact for outside government and agencies that have a legal duty to consult with Alderville First Nation (AFN) and is responsible for coordinating all related communications and meetings between Chief and Council. This position reports directly to the First Nation Administrator (FNA).

Duration: This is a Full-Time Term Contract position starting immediately to March 31, 2020. Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

Duties & Responsibilities:

Key Job Functions:

- Prioritizes and responds appropriately to consultation requests & communications that AFN receives from governments, project proponents and outside agencies with prior approval from Chief & Council;
- Advocates for revenue sharing agreements and/or economic partnership opportunities with proponents;
- Maintains a filing system logging incoming and outgoing correspondence; must maintain all records in relation to engagement and consultation that could be used in a proceeding at a later time;
- Provides monthly reports to First Nation Administrator and full Chief and Council updating them on various initiatives as well as the outcome of meetings and/or conferences.

Key activities:

- Seeks prior approval by FNA for attendance at conferences/workshops and various stakeholder meetings as AFN delegate as requested by Chief & Council, and completes follow-up trip report: communicates key findings, next steps, recommendations in a timely manner;
- Maintains Communications with Archaeological Monitors for proponents within AFN's Treaty areas;
- Follows and promotes the Consultation Protocol for community consultation and decision making; provides input and recommendations to Council for revisions when necessary;
- Responsible for annual work-plan, annual report and budget submissions to the Ministry of Indigenous Affairs or other funders.

Related and other duties:

- Notifies FNA and attends Council meetings on a regular basis (weekly) to update on upcoming activities; reviews various aspects of the Lands and Resources programs and identifies issues/concerns that may require more effective programming and service delivery;
- Keep relevant policies pertaining to various components of the position updated at all times;
- Liaisons with proponents and delivers presentations on the history of AFN as requested; assists with planning, coordinating community events and workshops for various projects;
- Develop operational directives that provide detailed procedures of activities in all programs and services relating to the position.

Minimum Qualifications:

- College diploma or degree in a related field of study; preferably with an emphasis in communications;
- Excellent knowledge of AFN's history and current issues;
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics;

- Understanding, sensitivity and respect of Anishinaabe spirituality, healing and traditional ways;
- Knowledge of legislation governing First Nations;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Excellent verbal and written communication skills;
- Strong research skills; high level of organizational skills and the ability to multi-task;
- Good diplomatic and public relations skills; ability to engage the community and facilitate meetings;
- Proficient in Microsoft Office Suite, other computer applications and technology.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate TBD.

Deadline to Apply: **Open until filled** - first screening Tuesday, May 7th, 2019 at 4:30 pm; Next screening if required, May 21st, 2019.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Deliver in person or Mail to: Alderville First Nation
11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Consultation Coordinator*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.