



Employment Opportunity National Aboriginal Lands Managers Association (NALMA)

Position: Administrative Support

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is First Nation-controlled, community-based, and membership-driven, committed to raising professional standards in Indigenous lands management. Since 2000, NALMA has become a leader in providing First Nation and Inuit communities an opportunity to build capacity in lands governance and management. NALMA is seeking an experienced and driven individual to fill the position of Administrative Support.

Position Summary:

Under the immediate supervision of the Land Use Planning Coordinator and secondary supervision of Executive Director, the position of Administrative Support will:

- Assist in the maintenance and operation of the Land Use Planning Unit
- Collaborate closely with the NALMA Survey Program Unit
- Initiate active outreach activities to assist First Nations in the development of Community Land Use Planning (LUP)
- Perform a high level of administrative support for various types of projects
- Assist in the coordination in the development of LUP training and resource material
- Coordinate the delivery of LUP training
- Disseminate LUP information, products, tools, and systems to First Nations
- Collaborate in partnership with government, institutions, organizations, and agencies to support First Nations in their LUP
- Respond to a wide range of referrals

Location: Curve Lake First Nation, Ontario

Employment Type: Contract until March 31, 2017 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period

Language: English
Fluency in both official languages (written, comprehension, and oral) is an asset

Closing Date: February 17th, 2017 at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$48,796.00 (annually subject to availability of funds)

Job Description: Available upon request

Skills, Knowledge, and Competencies:

Must possess:

- Possess high- level executive administrative skills
- Possess a high-level communication skills (written and oral)
- Possess strong multi-tasking and time management skills
- Must possess strong organizational, and file management skills

- Experience in coordination of training, meetings, conferences, and workshops
- Knowledge of theory and application of project management, business policies, strategic planning techniques, and practices
- Ability to maintain a database and filing systems for all relevant, inquiries, referrals and evaluations
- Ability to analyze financial information, and prepare financial statements, and reports
- Ability to do research and introduce new administration methods
- Ability to prepare meeting minutes, briefing notes, and internal support materials
- Candidate must be flexible, proactive, solution focused, and adaptable to rapid changes in the daily work environment, and be resourceful in solving problems for a positive outcome
- Ability to establish and manage effective working relationships
- Proficiency in the use of the Microsoft suite (Word, Excel, PowerPoint, Outlook), and Internet Explorer, various on-line communication methods, Mac operating systems, and Adobe Pro
- Must maintain confidentiality, and ensure legislated privacy requirements are met

Position Requirements:

- Aboriginal ancestry is an asset
- Completion of Post-Secondary certificate/diploma in business administration and/or equivalent combination of education and experience may be considered
- Five years of experience in the related field of business administration
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **dated and signed** letters of reference to accompany resume

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail, fax, or email your covering letter, resume and two (2) letters of reference to:

Leona Irons, Executive Director
 National Aboriginal Lands Managers Association
 1024 Mississauga Street, Curve Lake, Ontario, K0L 1R0
 Fax: (705) 657-7177 Email: lirons@nalma.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.