



Employment Opportunity National Aboriginal Lands Managers Association (NALMA)

Position: Land Use Planning Coordinator

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 a knowledgeable, experienced and driven individual to fill the position of Land Use Planning Coordinator.

Position Summary:

Under the immediate supervision of the Executive Director, the position of Land Use Planning Coordinator will:

- Manage in the establishment and maintenance 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)
- Manage various types of project funding
- Coordinate the development of LUP training and resource material
- Manage the delivery of LUP training
- Disseminate LUP information, products, tools, and systems to First Nations
- Establish 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 or telecommuting may be considered

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: \$89,112.00 (annually subject to availability of funds)

Job Description: Available upon request

Skills, Knowledge, and Competencies:

Must possess:

- Experience in Land Use Planning with an in-depth knowledge of philosophies, principles, practices, and techniques of land use planning
- Advanced knowledge and understanding of reserve lands management
- Demonstrated ability to assess legal impacts of proposed developments in relation to laws/bylaws on Reserve Lands

- High level of managerial, supervisory, and leadership skills
- High level of organization, strategic planning, project management, research, and analytical skills
- Excellent oral and written communication skills, including presentation to groups varying from ten to several hundred
- Strong interpersonal, conflict resolution, and problem solving skills
- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
- Ability to work independently with minimal supervision
- Experience in planning, organizing, and coordinating the delivery of training and education programs
- Proficiency in the use of the Microsoft Suite (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online communication methods, Mac operating systems, and Adobe Pro; Computer software applicable to planning, GIS Mapping, and image editing.
- Maintain confidentiality and ensure legislated privacy requirements are met

Position Requirements:

- Aboriginal ancestry is an asset
- Ability to instruct is an asset
- Degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners or a related discipline with a minimum of five years of experience in the role as a Planner or Certified Land Manager. An equivalent combination of education and experience may be considered.
- 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: liron@nalma.ca

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