

EMPLOYMENT OPPORTUNITY
National Aboriginal Lands Managers Association (NALMA)

Position: Land Use Planning (LUP) Administrative Support

The National Aboriginal Lands Managers Association (NALMA), is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation lands management.

The NALMA Land Use Planning (LUP) Unit was launched in 2017 to address the need for land use planning support. This Unit conducts outreach activities, provides training, and direct technical support services to assist First Nations in the development of Land Use Planning.

NALMA is seeking an experienced and driven individual to fill the position of LUP Administrative Support.

Position Summary:

Under the immediate supervision of the LUP Coordinator, and secondary supervision of Survey Project Manager, the position of LUP Administrative Support will:

- Provide primary administrative support to the LUP Unit and secondary to the Survey Unit
- Perform a high level of administrative and secretarial duties
- Organize priorities and maintain appropriate confidentiality
- Assist in the coordination of training and project activities
- Assist in meeting the goals and objectives of the respective Units
- Assist in carrying out of the goals and objectives of NALMA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada by encouraging, supporting and marketing the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nations Land Managers

Location: Curve Lake First Nation, Ontario

Employment Type: Contract until March 29th, 2019 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period

Language: English
Fluency in English (written, comprehension and oral)
Practical ability in French (written, comprehension and oral) would be an asset

Closing Date: **May 11th, 2018 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 administrative skills
- Possess a high-level communication skill (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
- 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 prepare meeting minutes, briefing notes and activity reports
- 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

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration and/or equivalent combination of education and experience may be considered
- Two or more 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
- Aboriginal ancestry is an asset
- 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 the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Dated and Signed Letters of Reference**

Please Send 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.

