

EMPLOYMENT OPPORTUNITY
National Aboriginal Lands Managers Association (NALMA)

Position: Matrimonial Real Property (MRP) 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.

NALMA hosts the Centre of Excellence for Matrimonial Real Property (COEMRP). This Centre assists First Nations with the application of the new Family Homes on Reserves and Matrimonial Interests or Rights Act (FHRMIRA), by helping to guide First Nations who are opting to develop their own MRP laws and to assist them in understanding the Provisional Federal Rules. The Centre provides a wide range of services including: training, community presentations, financial support to First Nations who are in the process of developing their matrimonial real property laws, information on the protections and rights available to individuals and families living on reserves, as well as, research and resource development.

NALMA is accepting applications for the position of Matrimonial Real Property (MRP) Administrative Support.

Position Summary:

Under the immediate supervision of the MRP Coordinator and secondary supervision of NALMA Executive Director and or her designate, the MRP Administrative Support will:

- Provide administrative support to COEMRP and NALMA
- Perform a high level of administrative and secretarial duties
- Organize priorities and maintain appropriate confidentiality
- Assist in the coordination of COEMRP training and project activities
- Assist in meeting the goals and objectives of the COEMRP
- 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 27th, 2020
Start date is immediate. The successful candidate will be subject to a three (3) month probationary 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 pm** - Eastern Standard Time (Late applications will not be accepted)

Annual Salary: **\$48,796.00**

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.

