



## **JOB DESCRIPTION ONTARIO ABORIGINAL LANDS ASSOCIATION (OALA)**

**Position Title:** Ontario Aboriginal Lands Association (OALA) Coordinator

**Location:** To be determined

**Level of Security Clearance:**

This position requires a high-level of confidentiality, and a recent qualified Canadian Police Information Centre (CPIC) check.

**Position Summary:**

The OALA Coordinator will, under the immediate supervision of the OALA Board, and in accordance with the agreement and expectations of the NALMA Board be responsible for the establishment, maintenance and operation of the Ontario Aboriginal Lands Association Administrative Hub and will provide a high level of administrative support for various projects and programming consistent with the National Aboriginal Lands Managers Association (NALMA). The Coordinator will be responsible for the strategic leadership of the association and the administration of all services and programs, acting with major responsibility in the management of finances, administrative programs, promotion and communication. The Coordinator acts as a spokesperson for the association and plans the association's advocacy and partnership initiatives. The Coordinator will liaise with other organizations, institutions, associations, First Nations, and Federal and Provincial Governments in the promotion of land management and professional development of Ontario First Nation Land Managers.

**Duties and Responsibilities:**

**Office Administration**

1. Establish and maintain office space for OALA Administrative Hub
2. Oversee the development and implementation of long-term strategic and annual operating plans and budgets
3. Assist or take lead in the implementation of programs and projects
4. Perform outreach activities to assist First Nations in Ontario
5. Provide high level of administration support on various types of project funding
6. Disseminate information, products, tools, and systems to OALA members, First Nations and other stakeholders
7. Organize OALA annual and quarterly meetings and other Board/Membership meetings as requested by the Board
8. Maintain project and program records, and ensure required reporting is prepared in an accurate and timely manner
9. Prepare communication for newsletters, website, annual report and other communications as required
10. Responsible for safeguarding confidential information.

11. Oversee the development and implementation of the human resources policies, procedures and practices
12. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

### **Financial Management**

1. Compile financial information to assist the OALA Board in preparing the annual budget.
2. Ongoing promotion of the mission and vision, seeking funding and supporting opportunities including, but not limited to, grant applications, fundraising events and sponsorship programs. This includes negotiating and developing contracts with partners and sponsors on behalf of OALA and marketing the organization to current and potential supporters
3. Ensure projections are available for all planned activities in the annual work plan
4. Monitor all program budgets and expenditures and report potential variances to OALA Board
5. Ensure program invoices, receipts, deposits, and travel claims are accurately and efficiently processed according to OALA policies and procedures in accordance with generally accepted accounting principles (GAAP)
6. Prepare funding applications and proposals that enhance the benefits, services and/or operations of OALA

### **Reporting**

1. Fulfill specific reporting requirements and obligations identified by Indigenous Services Canada (ISC) and the National Aboriginal Lands Managers Association (NALMA) as required, within each year's Funding Agreement and may include, but not be limited to, any of the following:
  - a. Evaluation reports
  - b. Periodic activity reports
  - c. Non-audited/audited financial reports
  - d. Outcomes/results reports
  - e. An annual report providing information on the expenditures, activities and budgets undertaken each year
2. Assist in producing an annual public report on activities, challenges, issues, and successes relating to all activities undertaken by OALA

### **Work Environment**

Work is generally performed in an office setting; regular and task-specific meetings with stakeholders and partners may occur in major urban locations, mid-size regional cities and in urban or remote First Nation locations. Travel across Canada may be required. Hours of work will vary as required and will include occasional weekends and evenings.

The OALA Coordinator will:

1. Foster effective teamwork between the OALA Board and the Coordinator
2. Communicate effectively with OALA Board of Directors, executive committee, and association members, as required.

**Other**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak.

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Employee Signature

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Signature

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Date

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Date