

**JOB POSTING**  
**ONTARIO ABORIGINAL LANDS ASSOCIATION (OALA)**



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

The Ontario Aboriginal Lands Association (OALA), is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

OALA is a not-for-profit organization of committed First Nations in Ontario who are actively networking towards the enhancement of professional development and technical expertise in land management issues. OALA is committed to providing networking, peer support and training opportunities for First Nation Land Managers in Ontario.

OALA is accepting applications for the position of OALA Coordinator.

**Position Summary:**

Under the direction of the OALA Board and immediate supervision of the OALA Chair, the Coordinator will, in accordance with the prescribed agreement and expectations of the National Aboriginal Lands Managers Association (NALMA) be responsible for the following:

- Establishment, maintenance and operation of the Ontario Aboriginal Lands Association Administrative Hub
- Support the OALA Board in the development of long-term strategic, proposals, annual operating plans and budgets
- Responsible for the financial management of the Association's revenues and expenditures within the parameters of an approved budget
- Provide a high level of administrative support for various projects, programing and communications consistent with NALMA
- Represent the association on various partnership initiatives, committees, and projects as it relates to the goals and objects of the Association
- Liaise with First Nations, other organizations, institutions, associations, Federal, Provincial Governments
- Promote the role of OALA 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 in Ontario

**Location:** Currently the OALA head office is located in Curve Lake First Nation, Ontario  
Administrative Hub location to be determined

**Employment Type:** Contract until March 31, 2019 with a possibility of an extension. Start date is immediate. The successful candidate will be subject to a probation period. Office hours required of Monday to Friday 8:30 am – 4:30 pm Eastern Standard Time. Evenings and weekends may be required.

**Annual Salary:** A Range between \$52,162.00 to \$61,558.00, commensurate based on qualifications and suitability

## **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 administrative 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 statements, 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

## **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.

## **QUALIFICATIONS:**

1. Certified Land Manager: Professional Lands Management Certification Program or equivalent experience
2. A University degree or college diploma in office administration or related field
3. Education in a lands related field would be an asset
4. Three (3) or more years of progressive and effective management experience
5. Partnership/relationship building skills

6. Excellent financial skills and practical understanding of accounting principles
7. Excellent organizational and time management skills
8. Proven proposal writings skills
9. Strong communication skills
10. Flexibility to travel
11. Must possess a valid Class "G" Ontario motor driver's license, access to a vehicle and willingness to travel

**KNOWLEDGE:**

1. Knowledge of all federal and provincial legislation including: employment standards, human rights, occupational health and safety, non-profit organizations, privacy and freedom of information, etc.
2. Knowledge of current challenges and opportunities relating to the mission of OALA and NALMA
3. Knowledge of human resources management, financial management, information technology and project management
4. Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
5. Knowledge of First Nation land management issues and challenges

**Job Description:** Available upon request.

**Closing Date:** Monday, November 5<sup>th</sup>, 2018 at 4:30 p.m. Eastern Standard Time (late applications will not be accepted).

**Interviews:** Tentatively scheduled for Friday, November 16, 2018 in Toronto, Ontario (if location is not suitable, other arrangements can be made.)

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

**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:**

Ontario Aboriginal Lands Association  
c/o National Aboriginal Lands Managers Association  
1024 Mississauga Street  
Curve Lake, Ontario K0L 1R0  
Email: [mjacobs@nalma.ca](mailto:mjacobs@nalma.ca)  
Fax: (705) 657-7177

***Individuals of First Nations ancestry are encouraged to apply. Only those selected for an interview will be contacted.***