



## **EMPLOYMENT OPPORTUNITY**

### National Aboriginal Lands Managers Association (NALMA)

**Position:** Regional Lands Association (RLA) 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 land management.

NALMA is seeking an experienced and driven individual to fill the position of RLA Support

#### **Position Summary:**

The RLA Support will provide an executive administration and project management support to NALMA affiliate Regional Lands Associations.

Under the immediate supervision of the NALMA Executive Director and/or designate, and secondary supervision of the RLA Executive/Boards, the RLA Support will:

- Provide executive administrative support by coordinating various tasks and projects for multiple RLA affiliates within NALMA
- Prepare proposals and administer various project funding initiatives
- Coordinate RLA training, meetings, workshops, conferences and project activities
- Conduct outreach activities to promote and advance the RLAs events and activities
- Assist RLA Executive Committee/Board in advancing their RLA goals and objectives
- Assist in the establishment or maintenance of the RLA incorporation
- Assist in carrying out of the goals and objectives of NALMA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nations Land Managers

**Location:** Curve Lake First Nation, Ontario and/or Telecommuting Arrangement

**Employment Type:** Contract until March 31<sup>st</sup>, 2020 with a possibility of an extension  
Start date is immediate. The successful candidate will be subject to a probation period as per NALMA personnel policy

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

**Closing Date:** **March 29, 2019 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

**Annual Salary:** \$56,143.00 (annually subject to availability of funds)

**Job Description:** Available upon request

**Skills, Knowledge, and Competencies:** Must possess

- A high level of:
  - executive administration skills
  - project management leadership skills
  - communication skills (written & oral)
  - organizational and file management skills
  - ability to take minutes
- Basic knowledge of lands management
- Knowledge of theory and application of policy development, project and financial management
- Experience in coordinating, planning, organizing, and the delivery of training, workshops, meetings and conferences
- Experience in managing fiscal resources including development/evaluation of business/work plans, budgets and reporting
- Experience in establishing or managing a corporate entity or board
- Ability to work independently with minimal supervision
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online communication methods, Mac operating systems, and Adobe Pro;
- 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
- Certified Land Manager is an asset
- Two or more years experience in the related field of business administration and or project management
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Experience working with First Nations 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](mailto:liron@nalma.ca)

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