



EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Land Use Planning Research Assistant

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 contract for Land Use Planning Research Assistant.

Statement of work:

The Land Use Planning Research Assistant will provide research support related to land use planning (LUP) for NALMA's Land Use Planning Unit.

Under the immediate supervision of the Land Use Planning Coordinator and secondary supervision of the Executive Director and/or designate, the Land Use Planning Research Assistant will:

- Conduct research and input data relating to LUP case studies and trends;
- Develop tools, resources and templates to complement NALMA's LUP Toolkit
- Perform a jurisdictional review of regional and national land use policies and procedures relating to First Nation LUP development to inform best practices;
- Organize priorities and maintain appropriate confidentiality;
- Assist in carrying out of the goals and objectives of NALMA generally;
- Other duties as determined by the Land Use Planning Coordinator

Location: Curve Lake First Nation, Ontario or Telecommuting arrangement may be possible.

Employment Type: Contract until March 31st, 2020 with possibility of extension.
Start date is immediate.

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

Closing Date: **February 3rd, 2020 at 4:00 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Salary: commensurate with experience

Skills, Knowledge, and Competencies: Must possess

- High-level of research skills
- A good understanding of planning principles relating to Land Use Planning
- High-level communication skills (written and oral)
- Strong multi-tasking and time management skills
- 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 Office (Word, Excel, PowerPoint, Outlook), and Internet Explorer, various on-line communication methods, Mac operating systems, Adobe Pro, and GIS
- Must maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of Post-Secondary diploma or degree in a planning or related field and/or equivalent combination of education and experience may be considered
- Two or more years of experience in the related field of planning
- RPP certification would be an asset
- Must possess own transportation and a valid driver's license
- Travel may be required
- Experience working with First Nations is an asset
- You must be legally entitled to work in Canada
- Successful candidate will be required to provide a criminal record check as a condition of employment

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. Letters of Reference are encouraged**

Send To: James Roach, Land Use Planning Coordinator
National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
Fax: (705) 657-7177 or Email: jroach@nalma.ca

Individuals of First Nation ancestry are encouraged to apply.

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