



EMPLOYMENT OPPORTUNITY
National Aboriginal Lands Managers Association (NALMA)

Position: Environment Coordinator (EC) Maternity Leave Replacement Contract

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 NALMA's Environment Coordinator (EC).

Position Summary:

NALMA's Environment Coordinator (EC) manages the activities of NALMA's Environment Unit (EU). The EC is responsible for active outreach activities, building resources, providing technical support services and capacity building opportunities to assist First Nations with their environmental management needs. This position is under the immediate supervision of the NALMA Executive Director and or designate, the position of Environment Coordinator will:

- Assist in carrying out the goals and objectives of NALMA generally
- Meet the goals and objectives of the Environment Unit
- Assume responsibility for sound personnel, financial, and administrative management of the Environment Unit and related projects and programming
- Provide training, professional development and technical support opportunities
- Establish an environment resource network and data base
- 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 (including actively participating in the redesign of the PLMCP)

Location: Curve Lake First Nation, Ontario. Telecommuting may be considered

Employment Type: Temporary Employment Contract until April 15, 2022
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: September 18, 2020 at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$89,112.00

Job Description: Available upon request

Skills, Knowledge, and Competencies: Must possess

1. Experience and in-depth knowledge of philosophies, principles, practices, and techniques in various environmental management areas
2. Advanced knowledge and understanding of environmental laws, legislation and policies related to reserve land management
3. High level of managerial, supervisory, and leadership skills
4. High level of organization, strategic planning, project management, research, and analytical skills
5. Excellent oral and written communication skills, including presentation to groups varying from ten to several hundred
6. Ability to instruct and facilitate a training or workshop session
7. Strong interpersonal, conflict resolution, and problem-solving skills
8. Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
9. Ability to work independently with minimal supervision
10. Experience in planning, organizing, and coordinating the delivery of training and education programs
11. Proficiency in the use of the Microsoft Suite (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online communication methods, Mac operating systems, and Adobe Pro;
12. Maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of post-secondary degree/diploma in environmental management or science and/or equivalent combination of education and experience may be considered
- Three or more years of experience in the related field of environment and business management
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Indigenous ancestry is an asset
- Experience working with First Nations is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Provide three (3) references or submit two (2) current signed and dated letters of reference

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:
Covering Letter
Resume

Send To: Leona Irons, Executive Director
National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
Fax: (705)657-7177 or Email: liron@nalma.ca

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