

Ontario Aboriginal Lands Association (OALA)

EMPLOYMENT OPPORTUNITY

Position: Estates Coordinator

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

OALA is seeking an experienced and driven individual to fill the position of Estates Coordinator

Position Summary:

The OALA Estates Coordinator will assist First Nations to understand the process of estates and how to assist their own members with navigating estates from start to finish. The Estates Coordinator will assist individual First Nations to develop best practices using policies and procedures, educating on the estate process in conjunction with Indigenous Services Canada (ISC), liaison with ISC and provide training to communities. The qualified candidate must be able to provide a high-level of communication and engagement, as well as technical services and outreach to the OALA Members and non-member First Nation communities in the Ontario Region.

Under the immediate supervision of the Executive Director and secondary supervision of the Chair of OALA and or designate the Estates Coordinator will:

- Have thorough knowledge of the *Indian Act* and statutes relating to estates administration (s. 42 – 50)
- Understand and knowledgeable about the Family Homes on Reserve and matrimonial Interests or Rights Act (FHRMIRA) and Matrimonial Real Property on First Nations
- Have a good understanding of the Indian Estates Regulations
- Collaborate with management to help meet the goals and objectives of the Estates Unit
- Assume responsibility for sound personnel, financial and administrative management of the Estates Unit
- Provide training, professional development and technical support opportunities to OALA Members
- Have thorough knowledge of different types of land regimes
- Develop and maintain an estates resource network and database for the Ontario Region
- Uphold confidentiality
- Build and maintain a close liaison with Indigenous Services Canada (ISC) to assist with networking, policy rollout, and best practices for distribution of communications, materials, or updates from ISC to First Nation Communities
- Promote the role of the Regional Lands Associations (RLA) throughout Canada, as well as the promotion and support of the National Aboriginal Lands Managers Association (NALMA).
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers in Ontario

Location: Kettle and Stony Point First Nation, Ontario (Telecommuting may be considered)

Employment Type: Full-time contract until March 31st, 2021 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period as per OALA Personnel Policy

Language: Fluency in English (written, comprehension and oral)

Closing Date: **October 27, 2020 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$59,000 (annually subject to availability of funds)

Job Description: Available upon request

Skills, Knowledge, and Competencies:

- Knowledge of the Ontario Aboriginal Lands Association (OALA) Services and Members
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome) various on-line communication methods, and Adobe Pro
- Act as a resource on proper policy and procedures while assisting First Nation Administration with confidential files
- Experience in coordination of training, meetings, conferences and workshops
- Ability to maintain a database and filing systems for all relevant inquiries, referrals and evaluations
- Ability to analyze information and prepare quarterly reports
- Ability to do research and introduce best practices procedures to share with members
- Contribute to working and/or technical groups by offering best practices on policy and procedural changes or recommendations
- Ability to prepare meeting minutes, briefing notes and internal support materials when required
- 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 maintain effective working relationships with other First Nation Organizations and Government
- Must maintain confidentiality and ensure legislated privacy requirements are met
- Perform other duties as assigned

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration and/or equivalent combination of education and experience may be considered
- Minimum 2-5 years relevant experience with estates administration and land management
- Excellent interpersonal skills and creative thinking
- High-level communication skill (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Must possess own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings when necessary
- Experience working with First Nations is an asset
- Being a Certified Land Manager is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **signed and dated** 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 or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

Send To:

Jessica Pickett, Executive Director
 Ontario Aboriginal Lands Association
 9119 West Ipperwash Street, Unit B
 Kettle and Stony Point FN, ON, N0N 1J1
 Email: ed@oala-on.ca

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