

EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Program Administrative Support 2 (PAS2)

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 Program Administrative Support 2 (PAS2).

Position Summary:

The Program Administrative Support will provide an executive administration and project management support to various programs/units within NALMA.

Under the immediate supervision of the Program/Unit Directors/Coordinators and secondary supervision of NALMA Executive Director and or designate, the Program Administrative Support 2 will:

- Provide executive administrative support by coordinating various tasks and projects for multiple programs/units within NALMA
- Undertake a lead role in providing administrative and project management support to the Professional Development Unit (PLMCP) and Matrimonial Real Property (MRP) Program
- Administer various project funding initiatives
- Coordinate training, meetings, workshops and project activities
- Conduct outreach activities to promote and advance program/unit project funding, events and activities
- Assist in meeting the goals and objectives of the respective program/units
- 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 Nation Land Managers

Location: Curve Lake First Nation, Ontario (Work from home arrangements will be consider during COVID)

Employment Type: Contract until March 31st, 2023, with a possibility of an 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: **Friday September 3, 2021, at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$56,143.00- Health and dental benefits upon successful completion of probationary period

Job Description: Available upon request

Experience, Skills, Knowledge, Competencies: Must possess

- Advanced level of:
 - professional project management leadership skills
 - administration skills
 - communication skills (written & oral)
 - organizational and file management skills
- Knowledge of theory and application of project and financial management
- Experience in planning, organizing, and coordinating the delivery of training, workshops and meetings
- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
- 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
- Two to five 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 **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, Fax or Email the following:

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

Send To: Leona Irons, Executive Director
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Fax: (705)657-7177 or Email: liron@nalma.ca

