



# Employment Opportunity

Position: **Mineral Development Advisor**

Status: Full-time Term Contract

Opening Date: July 7, 2025

Location: Thunder Bay, ON

Posting Reference #: NTC 202505 (Reposted)

Contract End Date: Maternity Leave (12 months)

Closing Date: July 25, 2025

Hourly Rate: Will commensurate with experience

## Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

## Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our G'minoomaadozimin - "We Are Living Well" initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

## Your Impact Starts Here

Under the direction of the Technical Services Manager, the **Mineral Development Advisor (MDA)** will work to support member communities review of exploration plan submissions, exploration permit applications, and closure plans and closure plan amendments, pursuant to the consultation processes under the Mining Act. Additionally, the MDA will also support efforts to increase community knowledge of the mining sequence, mining activities, and the possible range of economic benefits arising from mineral development.

## Key Responsibilities:

- Educate community members on the activities being conducted throughout the mining sequence and their potential impacts
- Assist in organizing information sharing opportunities within the community
- Engage community members with industry proponents to promote job skills training or employment
- Represent the community at regional, territorial and national meetings and conferences on minerals development
- Facilitate meetings with member and other communities, industry and/or government as required to create relationships, opportunities, and understanding across the mining sequence
- Receive plans and permits sent to the community, noting timelines and tracking responses, if applicable
- Analyze data and research information regarding mineral development activities in member communities
- Maintaining Resource Development Inventory (RDI) for the community and prepare reports in relation to this inventory
- Assist Environmental Coordinator in working through consultation protocol with regards to mineral development activities and provide recommendations to support informed decision making
- Engage with early exploration proponents who have delegated procedural aspects of Ministry of Northern Development and Mines (MNDM) consultation process
- Coordinate formal response, if necessary, to MNDM within regulated timeframes
- Complete and submit all necessary reporting requirements

## Qualifications:

- Completion of degree or diploma in Mining Engineering, Geology, or other mining related program with a minimum of 2-5 years of experience
- Familiarity with ESRI GIS software and GPS units is an asset
- Knowledge of the Ministry of Northern Development and Mines (MNDM) regulatory processes
- Ability to develop clear, concise, and accurate written communications
- Ability to exercise discretion in handling confidential subject matter
- Excellent writing skills - for documentation, training, processing, and report writing
- Organizational and problem-solving skills, as well as attention to detail
- Knowledge of the culture of First Nations, along with an understanding of their aspirations, socio-economic needs, stewardship values, and history

- Knowledge of the mineral exploration and development sequence and its challenges and opportunities
- Technical knowledge and expertise regarding mineral exploration methods, terminology, etc.
- Knowledge and skill using computer hardware, software, and printers
- Must have a valid driver's license and willingness to travel extensively to Nokiiwin member First Nations
- Successful completion of a Level 1 – Security Screening

#### **Work Environment:**

- Primarily office-based with occasional travel for meetings, training, or events.
- Must be able to work occasional evenings or weekends to support Tribal Council activities.

#### **At Nokiiwin Tribal Council, We Offer:**

- **Health and Wellness:** Excellent health, vision care, and dental benefits for eligible full-time employees.
- **Financial Security:** A Defined Contribution Registered Pension Plan (RPP) with competitive company matching options for eligible full-time employees.
- **Environment:** An exciting, supportive, and fun work environment.

#### **Apply Today and Become Part of Our Dynamic Team!**

Interested applicants are **required to apply online at [www.indeed.com](http://www.indeed.com)** by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

**Deadline:** 4:00 p.m. July 25, 2025

**To:** Human Resources, Nokiiwin Tribal Council  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment that reflects the diversity of our communities. We encourage applications from qualified First Nations individuals and others who share our vision of community development and prosperity.