



Employment Opportunity

Position: **Natural Resource Advisor**
Status: Full-time Contract
Opening Date: January 24, 2025
Location: Nokiiwin Tribal Council

Posting Reference #: NTC 2025XX
Contract End Date: March 31, 2026
Closing Date: Friday February 7, 2025
Hours of Work: 35/wk
Rate of Pay: \$35.16 - \$38.85/hr

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.

Your Impact Starts Here

Explore career opportunities where you can contribute to shaping thriving communities and strengthening our shared future. Learn more about our mission and values at www.nokiiwin.com. Be part of a journey toward community empowerment and lasting impact.

Ready to Make a Difference?

The Natural Resource Sector Advisor (NRSA) supports communities in participating in the economic development of forestry, transportation, aggregates, and oil and gas sectors. This role fosters collaboration with industry and government while respecting Indigenous and Treaty rights. The NRSA will be instrumental in building capacity, maintaining relationships, and ensuring communities benefit from natural resource development.

Key Responsibilities:

- Act as a resource for First Nation communities, advising on natural resource activities, regulations, and opportunities.
- Strengthen relationships with industry, government bodies, and other stakeholders.
- Coordinate responses to proposed natural resource activities, including permit applications.
- Coordinate responses to proposed natural resource activities, including permit applications, forest management plans, revisions, and annual work schedules
- Build community capacity through funding acquisition, agreements, consultations, and workforce development initiatives.
- Use tools like ArcGIS for field data collection, mapping, and communication.
- Analyze and share federal and provincial legislation, ensuring communities are informed.
- Promote training and job opportunities within the natural resource sector.

Qualifications:

- University degree or college diploma in a related field with a minimum of three years of relevant experience.
- Experience working with First Nation communities and organizations.
- Strong communication, negotiation, and public relations skills.
- Proficiency in Microsoft Office Suite and experience with GIS tools like ArcGIS.
- Valid Ontario Driver's License and access to reliable transportation.
- Criminal reference check required.

Preferred Skills:

- Knowledge of federal and provincial policies impacting First Nations.
- Expertise in forestry, mining, and related industries.
- Strong project management and organizational skills.

Working Conditions:

- Extensive travel required to engage with communities.
- High public contact and interaction with stakeholders.
- Fast-paced environment with tight deadlines and shifting priorities.

At Nokiiwin Tribal Council, We Offer:

- **Health and Wellness:** Excellent 100% employer paid 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.
- **Professional Growth and Development Opportunities.**

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are encouraged to apply online at 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. Friday February 7, 2025

Attention: Human Resources, Nokiiwin Tribal Council

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.



Nokiiwin
TRIBAL COUNCIL

POSITION PROFILE

Natural Resource Sector Advisor

Manager: Technical Services Manager

Hours of work: Minimum 35 hours per week,

Monday to Friday between 8:30 a.m. and 4:30 p.m.

Salary: To be determined based on qualifications.

Probationary Period: Three (3) months.

Summary of Position:

The Natural Resource Sector Advisor (NRSA) will play a central role in supporting our communities to more fully participate in economic development in forestry, transportation, aggregates and oil and gas sectors through sound engagement practices and capacity development initiatives.

The NRSA role includes strengthening relationships with industry and government partners and ensuring consistent and open dialogue between all parties to ensure Treaty and Indigenous rights are respected.

Nokiiwin Communities want to grow the economic opportunities and benefits associated with natural resource development in their traditional territories to by actively participating in all activities related to the forest management planning process and other industry activities in transportation and energy sectors.

These requirements include formal notice and consultation with Aboriginal communities whose rights may be adversely affected by proposed natural resource sector activities. Information related to new and ongoing projects will require review and comment within certain prescribed timelines.

The Natural Resource Sector Advisor will:

- Act as a resource for First Nation communities, providing advisory services and support to enhance their understanding of natural resource activities, regulatory processes, and participation opportunities.
- Work primarily in the office, with travel to communities as required to engage with stakeholders and support initiatives.
- Coordinate with government bodies, industry proponents, and stakeholders to review and respond to proposed activities, including plans and permit applications.
- Build community capacity to effectively engage in development activities by supporting funding acquisition, industry agreements, project consultations, and workforce development.
- Utilize tools such as ArcGIS to collect field data, create data sets, and create maps to facilitate effective communication between ministries, First Nations communities, and stakeholders.
- Maintain comprehensive records of all activities, consultations, issues, and initiatives related to natural resource projects.
- Analyze and communicate relevant federal and provincial legislation, regulations, and policies to ensure communities are informed and able to participate effectively.
- Foster relationships with ministries (MNRF, MTO, MECP), regional organizations, Nokiiwin resources, and other specialists to support community strategic plans and initiatives.
- Promote training and job opportunities in the natural resource sector, helping communities build the skills needed to participate in economic opportunities and industry growth.
- Partner with regional economic development organizations to identify opportunities and establish collaborations with industry leaders and stakeholders.

Preferred Qualification:

- University degree or college diploma in a related field with a minimum of three (3) years of relevant experience.
- Experience working with First Nation organizations, communities, and other levels of government. Strong understanding of Nokiiwin Tribal Council Member First Nations cultures and aspirations is required.
- Well-developed communication, public relations, and negotiating skills, with the ability to work independently or as part of a team.
- Proficient in Microsoft Office Suite and related software, with experience in word processing, spreadsheets, databases, and presentations.
- Demonstrated experience in policy, planning, and program development and implementation.
- Valid Ontario Driver's License and access to reliable transportation.

- Criminal reference check required for new employees. *For new employees only: Criminal Reference check* as relevant to the position is required.

Main Duties:

In consultation with member First Nations:

- Receives notices regarding plans and permits, and coordinates community responses regarding potential impacts the proposed activities may have on First Nations and Aboriginal or treaty rights
- Provide educational opportunities to Nookiiwin member communities regarding activities conducted throughout the proposed project(s) and their potential for impacts
- Assist in organizing information sharing opportunities within and between the Nookiiwin First Nation member communities
- Remain current with technical knowledge of local and regional natural resource activities
- Establish and maintain effective working relationships with Nookiiwin member First Nations leadership, staff and members
- Prepare maps and reports regarding First Nation values and Knowledge as needed
- Prepare and present annual summary reports of activities and results.
- Prepare and submit written proposal and additional documents as required.
- Coordinate meetings, conferences and public speaking engagements to educate the community and raise awareness.
- Positively promote and maintain the vision, mission and policies of Nookiiwin Tribal Council and the people it supports.
- Participate in educational and training opportunities applicable to the position.

Knowledge and Skills:

- Excellent knowledge of federal and provincial legislation and policies that affect First Nation government, and a sound knowledge of contemporary public and private sector operating systems and procedures are required
- Must be innovative and decisive with high-level organizational, managerial, research and analytical skills
- In-depth understanding of natural resource activities, regulatory frameworks, and industry developments, particularly in forestry, mining, and related sectors.
- Strong organizational skills to coordinate multiple stakeholders, track activities, maintain thorough project records, and meet deadlines effectively.
- Must demonstrate the ability to work with a high level of tact and discretion
- Must possess excellent Project Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans.
- Competency in ArcGIS and/or other mapping tools.

Related Duties:

- Perform other duties as assigned as related to the position
- Participate in the development of the goals, objectives, and the Strategic Direction of Nookiiwin Tribal Council

Accountabilities:

- Accountable to the Nookiiwin Tribal Council Board of Directors, Executive Director, Government and program funders, Professional Certification Bodies or Organizations, member First Nations, their employees and membership
- All Nookiiwin Tribal Council Policy and Procedures to apply

Working Conditions:

- Work requires extensive travel and extensive interaction with First Nations, requiring a valid Driver's License and reliable transportation.
- Work has a high public profile and considerable public contact
- Public office conditions that are subject to the stress of interruptions, peak periods, and tight unyielding deadlines that are set by statute and shifting priorities. Work may be subject to unscheduled hours.
- High level sensitivity to Indigenous issues.

Impact of Error:

- Errors in omission, analysis, judgment, and in the rendering of advice could lead to inequitable and/or legal and/or financial ramifications
- Errors could lead to duplication and confusion; a breakdown of Nokiiwin Tribal Council Board of Directors and staff relations; and unfavourable public relations

Control:

Subject to policy and direction from by-law or resolution, government legislation, and generally accepted financial policies and management practices.

The following signature confirms that the Natural Resource Sector Advisor acknowledges, understands and agrees to fulfill the duties and activities outlined in this position profile:

Approved By: _____ Date: _____

Accepted By: _____ Date: _____