



# Employment Opportunity

Position: **Natural Resource Advisor**  
Status: Full-time Term Contract  
Opening Date: January 24, 2023  
Location: Thunder Bay, ON

Posting Reference #: NTC 202303  
Contract End Date: March 31, 2024  
Closing Date: January 31, 2023  
Anticipated Start Date: February, 2023

Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 40 employees providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

Nokiiwin Tribal Council requires an experienced, knowledgeable, and motivated **Natural Resources Advisor**. The Natural Resources Advisor under the direction of the Technical Services Manager, facilitate the compliance of member First Nations' with regulatory processes of the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Transportation (MTO), and meaningful engagement with industry partners in our member First Nations' Traditional Territories.

## Roles and Responsibilities:

- Provide technical support to the Nokiiwin-affiliated First Nations on a variety of Natural Resource development projects, issues, and initiatives, which may impact First Nation community rights, interests, and way of life. Duties include research, liaising with various Ministries and reporting on the above-mentioned items.
- Plan and execute engagement activities with the Nokiiwin communities and Lands & Resource teams, such as consultation meetings, site tours and community information sessions etc. Duties include, but are not limited to, scheduling, confirming budgets, booking venues/catering, preparation of expense forms, purchase orders, agendas, briefings, briefing notes and leading meetings with Industry proponents, government officials, and community staff.
- Travel to communities to participate in, and present at, meetings. This may require overnight stays in communities, long-distance driving, and a varied work schedule.
- Develop and maintain contacts with proponents, government departments relevant to Natural Resource projects and initiatives.
- Maintain a thorough record of all activities and consultations associated with projects, relevant issues, and initiatives. Software such as MS SharePoint or other project management software may be implemented for project and other related coordination purposes.
- Develop communications for Nokiiwin communities regarding NRSA Projects. Communications tools may include, but are not limited to, letters, invitations, social media posts, brochures, research briefings and webpage postings etc.
- Work collaboratively with other staff of Nokiiwin Tribal Council, and with the Mineral Development Advisor on assigned projects, initiatives, and issues. Collaborative work to develop processes and standards for the anticipated expansion of the Natural Resource Sector department within Nokiiwin is expected.
- Provide regular updates to the Executive Director and Board of Directors via summary reports and teleconference or online meetings.

## Preferred Qualifications:

- Completion of a Diploma or Degree in a natural resource management field.
- A minimum of 3-5 years' experience working in a natural resource management field, which must include all the following;
- Experience with natural resource agency operations (environmental values, issues, land survey system, land use planning, and/or natural resources management concepts and processes).
- Experience with common laws, including such natural resource aspects as riparian rights, easements, rights of way, under-surface rights, covenants, and timber reservations, and/or current or potential case law in joint stewardship and resource responsibility.
- Experience working positively and respectfully with clients, community groups, First Nations, other government agencies and industry.
- Experience using standard computer applications including MS Office, mapping tools, and databases
- Experience managing small teams
- Demonstrated experience working with First Nations in Northern Ontario; must be committed to learning more about Anishinaabe culture and history (fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets)
- Demonstrated ability to discuss technical components of Natural Resource Development regulations, approval processes and planning to a wide range of audiences

- Experience managing budgets and project expenses
- Should be comfortable with public speaking and delivering presentations
- Valid driver's license and current satisfactory criminal reference check is required
- Ability to travel extensively and work in Nokiwin communities
- Successful completion of a Level 1: Police Criminal Reference Check

As a Federally regulated employer, employees are required to be fully vaccinated against COVID-19.

Interested applicants can apply on-line through indeed.com by submitting a cover letter, resume, and 3 work-related references by **January 31, 2023**, to:

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

*Nokiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*