



BEAUSOLEIL FIRST NATION LANDS & RESOURCES

11 O'Gema Miikaan, Christian Island, ON L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: lands@chimnissing.ca

Date: July 8, 2024

EMPLOYMENT OPPORTUNITY

Term Contract

The **Estate Officer Trainee** is responsible for providing day-to-day administrative support and clerical services in Estate Management to contribute to the efficient and professional operation of the Beausoleil First Nation Lands & Resources Office.

QUALIFICATIONS:

- Minimum grade 12 or equivalent experience
- Post-secondary degree or diploma in an area related to Business Administration, Land and/or law preferred or equivalent training/work experience.
- Must possess or be willing to accept provided training towards Estate Management.
- Advanced computer skills (MS Office Professional, e-mail, Internet).
- CPIC acceptable to position upon conditional offer.
- Holds historical knowledge that affects the lands and people of First Nation is considered an asset.
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics is considered an asset.
- Knowledge of legislation governing First Nations is considered an asset (e.g. BFN Land Code, Indian Act, Framework Agreement, and other applicable legislation etc.)

DUTIES AND RESPONSIBILITIES:

- Responsible for providing information services, support to community members, committees, and Lands Office within a Customer-Service oriented environment on Estate Management.
- Assists the Membership and Lands Manager in preparation and completion of Estate Management applications and Wills.
- Maintains an electronic inventory of all the First Nation Estates including document scanning and e-filing.
- Ensures Estate Management and Will resources and information are posted on the BFN Website on an as needed basis.
- Promotes community engagement through the creation of brochures, information boards, educational material and assists with coordinating community meetings as required.
- Provides administrative & clerical support to BFN Lands & Resources where required.
- Sets up and assists with Wills & Estates Indian Affairs Estates Department presentations for membership to have legal wills drafted.
- Notifies the Indigenous Services Canada Estate Services of membership deaths and verifies if a deceased member has any on-reserve property.
- Works in conjunction with the Indian Registration Administrator/Membership Office to ensure member estates and files correlate with the Indian Register and the First Nations Lands Registry System

OTHER TRAINING REQUIREMENTS:

- Proven ability to network effectively and productively with community, community organizations, other First Nations, government, and other agencies outside the community.
- Must have proven exceptional staff/public relations to deal with First Nation residents.
- Excellent oral and written communication skills, particularly in business writing skills.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.

SALARY: DOE/DOQ
DURATION: Full-time (subject to 89-day probationary period)
HOURS OF WORK: 35 hours per week
CLOSING DATE: Applications shall be delivered to the Administration Building no later than **July 18, 2024 @ 4:30 P.M.** Leave your application with the Front Desk Receptionist.

SEND TO: Beausoleil First Nation Lands and Resources, ATTN: Anthony Lewis
Your application must be clearly marked with your name and the position you are applying for. Cover letter, current resume and two references:
Emailed applications can be sent to: lands@chimnissing.ca
Faxed applications can be sent to: (705) 247-2239
Applicants selected for an interview must present original application at the interview.
We thank all who apply, however only those selected for an email will be contacted.