



# BEAUSOLEIL FIRST NATION LANDS & RESOURCES DEPARTMENT

11 O'GEMAA MIIKAN  
CHRISTIAN ISLAND, ON L9M 0A9  
PHONE: (705) 247-2051  
DIRECT-LINE: (705) 247-8977  
FAX: (705) 247-2239

**Date Posted: March 23, 2023**

## **EMPLOYMENT OPPORTUNITY**

The Beausoleil First Nation Lands Department is seeking an enthusiastic person for a **Consultation Liaison** position. The Lands Consultation Liaison Trainee will act as a window for all consultations for community or organizational issues as well as a consultation contact for industry and government. This position reports to and works under the supervision of the Lands Manager. The ideal candidate will have:

### **Qualifications:**

- Minimum Grade 12 diploma
- Excellent Public Relation skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Displays initiative, strong interpersonal skills and high level of organizational skills
- Excellent verbal and written communication skills
- Knowledge and appreciation of First Nation Culture and Traditions
- Knowledge of consultation processes, and Off-Reserve Lands and Resources
- Knowledge of computer software applications
- Clerical skills including typing, record keeping, etc.
- Ability to seek out resource materials for shareholders
- Proficiency in report development and presentation
- Excellent project management skills
- Must be willing to travel
- A valid driver's license is a must
- Persons of First Nation Ancestry preferred

### **Duties and Responsibilities:**

- Assist in developing and maintaining a multi-year plan and set implementation schedule for improving consultation capacity relating to Lands and Resources
- Assist in the development of a Terms of Reference for a potential consultant to deliver training sessions as needs required, within the allocated budget
- Responsible for conducting community and regional meetings so issues are understood by community members as well as neighbouring communities
- Assist in the development of a Consultation Handbook that outlines Internal Community Consultation issues and Process to help facilitate community decision making
- Travel to outside organizations that host meetings, from time to time, within our traditional territory on issues that may affect the First Nation and update Chief and Council on these issues
- Other duties as assigned related to the position

**\*A Detailed Job Description is Available Upon Request\***

**Duration:** Fulltime, pending completion of 89-Day probationary period  
**Closing Date:** Open Until Filled  
**Hours of Work:** 35 hours per week, Travel and overnight stays may be required  
**Range of Pay:** DOQ

**Direct Supervisor:** Anthony Lewis  
Lands Manager

**Functional Supervisor:** A. Dan Monague  
First Nation Administrator

### **HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O'GEMAA MIIKAN, Christian Island, ON, L9M 0A9  
Tel: (705) 247-2051 | Fax: (705) 247-2239 | Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

**Applications must consist of the following:**

**Cover Letter, Current Resume, 2 Employment Reference Letters and 1 Character Reference Letter.**

Your application must be clearly marked with your name and the position you are applying for.  
We thank all who apply: however, only those selected for an interview will be contacted.