



Beausoleil First Nation

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Christian Island, ON
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Posted: November 23, 2021

EMPLOYMENT OPPORTUNITY

The Beausoleil First Nation Lands Department is seeking an enthusiastic person for a short-term **Land Code Committee Coordinator** position. The Land Code Committee Coordinator is responsible for the recruitment, retention and recognition of Land Code Committee members. They will work with Council to identify committee member needs, develop effective strategies for recruitment, and ensure volunteers remain engaged over time.

Qualifications:

- Minimum Grade 12 diploma
- Ability to facilitate meetings and workshops
- Knowledge of computer software applications
- Ability to work nights and weekends when required
- Clerical skills including typing, minute taking, etc.
- Experience in budgeting and reporting is an asset
- Ability to seek out resource materials for a committee
- Good verbal and written communication skills, including strong grammar and proofreading abilities
- Proficiency in report development and presentations
- Excellent interpersonal skills
- Excellent project management skills
- Must be willing to travel
- A valid driver's licence is a must
- Must be a Beausoleil First Nation Member

Duties and Responsibilities:

-**IDENTIFYING** the necessary qualifications and eligibility criteria for Land Code Committee members, subject to the requirements of the Land Code and **RECRUITING** qualified eligible member candidates and recommending them to the Land Code Committee, which will in turn make recommendations to Council;

-To assist the Committee with the development of a Terms of Reference that compiles the Committee's processes and responsibilities. The Terms of Reference will capture the relationship and processes that will be required between Council, the Beausoleil First Nation Lands and Resources Department and the Committee.

-To develop a policy providing for community involvement in the selection, election, or appointment of Eligible Voters to serve on the Lands Committee for successive terms

-Assist in the development of an educational plan/training for committee members.

-Take minutes of meetings, take attendance, process honorarium payments for committee members.

-To become knowledgeable about the Beausoleil First Nation Land Code and the Individual Agreement.

Other:

It is expected that the successful applicant upon completion of this term contract will remain in a similar capacity and will be paid a monthly honoraria/stipend to continue to provide clerical/administrative assistance to the established community. Rate to be determined.

Salary: \$20.00/hr

Duration: 16 week contract (to the end of March 31, 2022).

Closing Date: Applications shall be delivered to the Administration Building no later than December 7, 2021 at 4:30 p.m. Leave your application with the Front Desk Receptionist.

Hours of Work: 35 hours/week

SEND TO: Beausoleil First Lands Department. Attn: Crystal Roote, A/Co-Manager

Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable (send to jobs@chimnissing.ca), however, applicants selected for an interview must present the original signed letter of application at the interview.

We thank all who apply, however, only those selected for an interview will be contacted.