



BEAUSOLEIL FIRST NATION LANDS & RESOURCES

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EMPLOYMENT OPPORTUNITY

Beausoleil First Nation Lands & Resources is seeking an enthusiastic person for the position of **Lands Consultation Liaison**. The Lands Consultation Liaison 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.

Date Posted:	January 23rd, 2025
Job Title	Lands Consultation Liaison
Classification	Permanent full-time
Supervisor	Lands Manager
Functional Supervisor	Chief & Council
Salary	DOE/DOQ
Closing Date:	February 7th, 2025

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, public speaking and presentation skills;
- Has the desire and ability to engage and communicate effectively with project proponents and other third parties.
- Knowledge and appreciation of First Nation Culture and Traditions;
- Knowledge of consultation processes, and Off-Reserve traditional territory;
- Knowledge of computer software applications (Microsoft office, Adobe, Google workspace etc.);
- 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 required;
- 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

Hours of Work: 35 Hours per week

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building or by email to jobs@chimnissing.ca

Applications must consist of the following:
Cover letter, letters of reference, resume and copies of relevant certificates/licenses/diplomas.

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.

