



EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Land Use Planning Program Specialist

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is First Nation-controlled, community-based, and membership-driven, committed to raising professional standards in Indigenous lands management. Since 2000, NALMA has become a leader in providing First Nation and Inuit communities an opportunity to build capacity in lands governance and management. NALMA is seeking a knowledgeable, experienced, and driven individual to fill the position of Land Use Planning (LUP) Program Specialist.

Position Summary:

LUP Program Specialist will manage the LUP Unit. The position will initiate active outreach activities, deliver specialized training, manage special project funding, build resources, provide technical support services and capacity building opportunities to assist First Nations with their Land Use Planning needs.

Key responsibilities:

Under the immediate supervision of the Executive Director and/or designate, the position of LUP Program Specialist will manage the LUP Unit by:

- Carrying out the goals and objectives of the LUP Unit.
- Assume responsibility for sound personnel, financial, supervisory, and administrative management of the LUP Unit and related projects and programming.
- Deliver specialized LUP training for the Professional Lands Management Certification Program (PLMCP).
- Develop and maintain existing LUP resources and training materials.
- Manage special project funding related to LUP.
- Provide LUP technical support to First Nations, various key stakeholders, and Regional Lands Association (RLA).
- Assisting in carrying out of the goals and objectives of NALMA generally

Location: Curve Lake First Nation, Ontario or telecommuting will be considered

Employment Type: Contract until March 31, 2026, with a possibility of an extension
Start date is immediate.

Language: English
Fluency in both official languages (written, comprehension, and oral) is an asset.

Closing Date: August 18, 2023, at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$89,112.00 - health and dental benefits upon successful completion of probationary period
(Annual Salary is Non-negotiable)

Job Description: Available upon request

Skills, Knowledge, Experience and Competencies:

Advanced skill level of:

- Project Management
- Financial Management
- Leadership (Supervisory and Managerial)
- Planning and organization
- Communications (written & oral)

Advance Knowledge

- In-depth knowledge of philosophies, principles, practices, and techniques of land use planning
- Strategic Planning
- Business Management
- Non-profit organization and legislative requirements
- First Nation Lands Management (is an asset)

Experience

- Advance experience in Land Use Planning
- Delivering presentations to groups varying from ten to several hundred
- Delivering training (is an asset)
- Project Management

Advance level of competencies

- Ability to assess legal impacts of proposed developments in relation to laws/bylaws on Reserve Lands
- Development of business plans, proposals, budgets, reports, and work plans.
- Proficiency in the use of hardware and software technology primarily in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Adobe Pro, Internet Explorer, various online communication methods and training programs
- Maintain confidentiality and ensure legislated privacy requirements are met.

Position Requirements:

- Completion of post-secondary degree or diploma
- Advanced experience in the related field of Land Use Planning
- Working with Indigenous Programs: 3 years (preferred)
- Own transportation and a valid driver's license
- Willing to work overtime and travel, including weekends and evenings
- Successful candidate will be required to provide a criminal record check as a condition of employment.
- Applicants from a First Nation will be given preference to deliver programs and services in a First Nation community.

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized and Maintain Confidentiality

How to Apply: Mail, Fax or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Three Current References**

Please Send To: Leona Irons, Executive Director
National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
Fax: (705)657-7177
Email: liron@nalma.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.