

EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Program Administrative Support 1 (PAS1)

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Indigenous-controlled, community-based, and membership-driven, dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Program Administrative Support 1 (PAS1).

Position Summary:

Under the immediate supervision of the NALMA Program Managers in various Units and the secondary supervision of the Executive Director, the position of the Program Administrative Support 1 will:

- Assist in carrying out the administrative and project support for various NALMA Units specifically and NALMA generally.
- Encouraging and supporting professional and technical capacity for First Nation Land Managers.
- Support and promote the role of NALMA and Regional Lands Associations throughout Canada

Location: NALMA Head Office
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
May consider remote arrangements pending location

Employment Type: Contract until March 31st, 2026, with an extension subject to availability of funds
Start date is immediate.

Language: English
Fluency in English (written, comprehension and oral)
Practical ability in French (written, comprehension and oral) would be an asset

Closing Date: Until Position is filled.

Annual Salary: **\$56,143.00- health and dental benefits upon successful completion of probationary period**

Job Description: Available upon request

Experience, Skills, Knowledge, Competencies:

- Must possess advanced level of:
 - Administration skills
 - Coordination skills
 - Communication skills (written & oral)
 - Organizational and file management skills

- Knowledge of theory and application of project and financial management
- Experience in planning, organizing, and coordinating the delivery of training, workshops and meetings
- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
- Ability to work independently with minimal supervision
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online applications and Adobe Pro;
- Maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration and/or equivalent combination of education and experience
- Two to five years experience in the related field of administration and or project coordination
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Experience working with First Nations is an asset
- Experience in on-line training program delivery is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment

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. **Two Current Signed and Dated Letters of Reference**

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

