



Job Title: Additions to Reserve Specialist  
Location: USKE sub-office (East St. Paul)  
Job Type: Full-Time

#### About Us:

Manitoba USKE is dedicated to supporting First Nations communities by facilitating Land Management and legal processes. We are seeking a committed Additions to Reserve Specialist to join our team and contribute to the conversion of land owned by First Nations to Reserve status.

#### Position Overview:

The Additions to Reserve Specialist will be responsible for managing the full-time process of converting land owned by First Nations into Reserve land. This role involves working closely with First Nations communities, government agencies, and legal entities to ensure smooth and compliant transitions.

#### Key Responsibilities:

**Land Conversion Management:** Oversee and coordinate the process of converting land owned by First Nations into Reserve status, ensuring all legal and administrative requirements are met.

**Stakeholder Coordination:** Engage with First Nations communities, government bodies, and legal representatives to gather necessary documentation and approvals.

**Documentation and Reporting:** Prepare and review documentation related to land conversion, including applications, legal agreements, and reports.

**Compliance:** Ensure all processes adhere to relevant laws, policies, and regulations related to Land Management and Reserve creation.

**Project Tracking:** Maintain project timelines and deliverables, providing regular updates to stakeholders and addressing any issues that arise.

**Support and Advisory:** Offer guidance and support to First Nations communities throughout the land conversion process, addressing questions and providing expert advice.



### Required Skills and Qualifications:

**Education:** Grade 12 Education, Professional Land Management Certification Program completion is considered an asset.

**Experience:** Minimum of 4 years of experience in Land Management, legal processes, or a related field, with a focus on First Nations land issues preferred.

**Knowledge:** Strong understanding of Land Management, First Nations land rights, and the Reserve creation processes.

**Communication:** Excellent verbal and written communication skills, with the ability to effectively engage with diverse stakeholders.

**Organizational Skills:** Strong project management abilities, with attention to detail and the capability to handle multiple tasks simultaneously.

**Technical Skills:** Proficiency in Microsoft Office Suite and experience with Land Management software or databases.

### Desired Attributes:

**Cultural Competence:** Sensitivity and respect for First Nations cultures and practices.

**Problem-Solving:** Ability to address and resolve complex issues related to land conversion.

**Team Player:** Collaborative approach with a strong commitment to supporting community goals.

**Salary and Benefits:** To be determined

### How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [c.musonda@uske.ca](mailto:c.musonda@uske.ca) by August 31<sup>st</sup> 2024.