

**EMPLOYMENT OPPORTUNITY**  
**National Aboriginal Lands Managers Association (NALMA)**

**Position:** Bilingual Master Instructor

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Aboriginal-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 Bilingual Master Instructor.

**Position Summary:**

Under the immediate supervision and mentorship of the NALMA Director of Education and Training and secondary supervision, of NALMA Executive Director, the position of the Bilingual Master Instructor will be the lead instructor and coordinator for NALMA's French and Bilingual training.

The Bilingual Master Instructor will establish partnerships, collaborate with the member Regional Lands Associations (RLA), membership at large, government and other organizations to advance NALMA's French delivery of training.

**Key Responsibilities:**

- Assist in the carrying out of goals and objectives of NALMA generally
- Meet the goals and objectives of NALMA Professional Development Unit (PDU) specifically to the delivery and maintenance of PLMCP Level II and other land management specialized training as required
- Take primary responsibility for coordination and instructing NALMA French and Bilingual Training in collaboration with the Professional Development Unit and First Nation Lands Managers Association for Quebec and Labrador (FNLMAQL).
- Take primary responsibility for updating and maintaining existing courseware, validating course quality and curriculum.
- Assist in the supervision and providing guidance to PDU staff
- Assist in the identification and acting upon new and emerging training and professional development needs, and assist in the development of plans to address these needs
- Assist in the processing of certification and training records.
- Assist in the financial and administrative management of the PDU as required
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada in encouraging and supporting professional development.

**Location:** Curve Lake First Nation, Ontario (Telecommuting arrangement to be considered)

**Employment Type:** Contract until March 31<sup>st</sup>, 2026, with the possibility of an extension  
Start date immediately. Classification - Manager as per NALMA Personal Policy

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

**Closing Date:** Until the position is filled

**Annual Salary:** \$82,000.00 health and dental benefits upon successful completion of 6 months continuous employment (Annual Salary is Non-negotiable)

**Skills, Knowledge and Competencies: Must possess**

- Instruction and facilitation
- French and English Communications (written & oral)
- First Nation Lands Management
- Course development
- Leadership
- Supervisory
- Planning and organization
- 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.

**Requirements**

- Post Secondary or other related field, or an equivalent combination of education and direct related experience
- Professional Lands Management Certification (an asset)
- Working with Indigenous Programs: 2 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
- Qualified persons of Indigenous ancestry will be given preference in accordance with s16 (1) of the Canadian Human Rights Act.

**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:**

- Covering Letter
- Resume
- Three current references

**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: [lironson@nalma.ca](mailto:lironson@nalma.ca)

