



EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Land Use Planning (LUP) Program Funding Officer

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 LUP Program Funding Officer.

Position Summary:

The LUP Program Funding Officer will administer the LUP Special Project Funding. The position will review and process LUP project funding proposals. Undertake the monitoring and compliance of the funding agreements. Initiate active outreach to support First Nation in their LUP needs.

Key responsibilities:

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

- Assist in carrying out the goals and objectives of the LUP Unit.
- Assume responsibility for administration of LUP project funding.
- Review and evaluate LUP funding proposals.
- Prepare funding LUP funding agreements.
- Monitoring and compliance with funding agreements.
- Assist in the supervision of program staff.
- Assist in carrying out the goals and objectives of NALMA generally.

Location: NALMA Head office or telecommuting arrangement may be considered

Employment Type: Contract until March 31, 2028, with the possibility of an extension
Start date is immediate.

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

Closing Date: **Until position is filled**

Annual Salary: \$73,798.00 and subject to a 3-month probation

Skills, Knowledge, Experience and Competencies:

Advanced level of skill and experience:

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

Advance level of competencies

- Financial Management
- Administration of agreements, and contracts
- Monitoring and compliance of agreements and contract
- Record Management
- 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 business administration, financial management or project management
- Own transportation and a valid driver's license
- Willing to work overtime and travel, including weekends and evenings.
- Successful candidates 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: Email your interest to include resume:

Please Send To: A. Leona Irons Executive Director
Email: liron@nalma.ca