



Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H1P5

Phone: 519-322-1766 | Fax: 519-322-1533

Position: **CONSULTATION COORDINATOR**

Department: **ADMINISTRATION**

Report To: **ENVIRONMENTAL & CONSULTATION COORDINATOR**

Status: **FULL TIME, 2-YEAR CONTRACT**

Job Summary:

Consultation Coordinator position is a full-time contract position that will establish multi-year plans for consultation of lands and accommodations as well as prospective public or private partnerships in the Environmental & Consultation Department. In addition to developing/revising policies and procedures with respect to consultation for Council approval, the Consultation Coordinator will work with the Environmental & Consultation Coordinator as a representative for any consultation matters regarding land development on behalf of Caldwell First Nation. The Consultation Coordinator must promote Caldwell First Nation's vision and values, maintain professionalism, and represent Caldwell First Nation in a positive manner.

Principle Duties & Responsibilities

- Conduct site visits and inspections to monitor compliance of all agreements with Government agencies and other industry stakeholders;
- Work with consultants and specialized professionals to review and/or complete impact studies, impact benefit studies, and ensure environmental protection is a priority;
- Coordinate information sharing pertaining to natural resources initiatives within Caldwell First Nation Territory;
- Attend training, conferences, and workshops pertaining to consultation and accommodation; traveling maybe required.
- Provide input to and help maintain natural resources information systems and promote awareness of traditional resource management and protection.
- Prepare monthly and annual statistics, quarterly reports, and an annual report in conjunction with the Environmental & Consultation Coordinator and/or Director of Operations;
- Develop a yearly work plan with targets and deadlines;
- Monitor a comprehensive and detailed database of all incoming consultation requests, documentation, and contact information for external Government and various industry agencies;

- Present to council as requested;
- Assist the Environmental & Consultation Coordinator with office support duties related to overall lands operation of Caldwell First Nation lands;
- Comply with all Caldwell First Nation Band policies and procedures;
- Other duties as may be reasonably required.

Qualifications

- Post-Secondary degree/diploma in Business or Economics/natural resources/sustainable resources/environmental studies/sciences/urban planning/or similar education preferred;
- Experience with First Nation consultation is considered an asset.
- Possess 2-3 years' experience in resource management or similar capacity;
- A combination of experience and/or education will be considered;
- Knowledge of resource management principles and practices including traditional ecological knowledge;
- Possess good verbal presentation skills;
- Comfort with meeting with private or public sectors to establish relationships and potential partnerships;
- Possess strong research skills and ability to clearly explain both written and orally.
- Must have strong organizational and time management skills;
- Possess a high level of organizational, analytical, and administrative skills;
- Must be able to develop, implement, monitor, and evaluate progress of multiple projects;
- Knowledge of using Microsoft Office, Word, Excel, and able to learn new programs;
- Experience in compiling and writing detailed reports and briefing reports for Council or enlisting administrative support as required;
- Highly motivated and ability to work independently in a demanding and fast-paced work environment;
- Ability to learn quickly and handle changing priorities;
- Must have own vehicle and valid Class "G" driver's license; and
- Must provide current Vulnerable Sector Check acceptable to position upon conditional offer.
- Provide 3 professional references if successful hire.

Please include salary expectations.

Deadline Date: Friday, April 23, 2021 at 4:00 pm

Applications MUST Include:

- Current cover letter.
- Current resume.
- Three references on your behalf with appropriate contact information. One should be your current or most recent employer.

Criminal Record and Vulnerable Sector Check and Driver's Abstract will be required from the successful applicant prior to starting employment.

Please submit cover letter and resume to:

James Siu, Human Resources Generalist

Caldwell First Nation

14 Orange Street

Leamington, ON N8H 1P5

hr@caldwellfirstnation.ca

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