



# Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H 1P5

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

<b>POSITION:</b>	<b>Environment and Consultation Department – Assistant</b>
<b>DEPARTMENT:</b>	<b>Environmental &amp; Consultation Department</b>
<b>REPORT TO:</b>	<b>Environment and Consultation Department Manager</b>
<b>STATUS:</b>	Full-Time 1-year Contract
<b>WAGE:</b>	\$23.00 per hour
<b>CLOSING DATE:</b>	February 4, 2023 by 4:00pm

## CONTEXT STATEMENT:

A strong sovereign First Nation fighting assimilation and respecting other nations the Creator has placed in our path. Working to build a foundation with other nations, that embraces trust, harmony and honour. A community living in harmony with all of Creation, maintaining a healthy balance between individual and community needs and working productively with other Indigenous and non-Indigenous governments and communities.

## JOB SUMMARY:

Reporting to the Environment and Consultation Department Manager, the Environment and Consultation Assistant is a full-time (1-year contract) position that will support the Environment and Consultation Department's staff with duties and responsibilities relating to Caldwell First Nation consultation and engagement with both external proponents and the internal organization and community. The individual will serve an administrative role in the department pertaining to environment initiatives, consultation and accommodation, and the First Nation's diplomacy in the public and private sectors. They will assist with researching, gathering, and organizing of relevant material and information that will contribute to department projects and administration, as well as assist with executing community engagement sessions for Caldwell First Nation. The position will also be tasked with helping to organize field staff on environmental and archaeological projects. The Assistant must understand Caldwell First Nation's priorities and work to promote their vision and values.

## **CORE COMPETENCIES:**

- Good customer service skills;
- Maintain confidentiality;
- Must follow Health and Safety Practices on work site;
- Ability to work independently;
- Strong interpersonal skills;
- Must follow all policies and procedures of Caldwell First Nation;
- Must be able to work well with minimal supervision;
- Strong time management skills;
- Excellent communication skills;
- Excellent multitasking and time management skills;
- Strong presentation skills;

## **MAIN DUTIES & RESPONSIBILITIES:**

- Develop and maintain court-ready Consultation Records system; monitor a comprehensive and detailed database of all incoming consultation requests, inputting information and organizing data appropriately;
- Take accurate real-time meeting minutes
- Coordinate information sharing regarding consultation requests and environmental projects within Caldwell First Nation;
- Provide research support - compile information and data for Department staff as requested;
- Assist the Department in coordinating and managing project commitments and deadlines;
- Prepare weekly and monthly Department progress reports;
- Assist with the preparation of information and engagement sessions for Caldwell First Nation members and Chief and Council;
- Assist in communicating with Caldwell First Nation Members, stakeholders, and project proponents regarding consultation requests and engagements, sharing information, and coordinating meetings.
- Prepare the Department's contributions to the monthly Caldwell First Nation newsletter;
- Attend environmental, construction, marine, and archaeological site visits and monitoring as necessary;
- Assist the Environment and Consultation Department Manager with office support duties related to consultation requests and environmental projects; and
- Comply with all Caldwell First Nation Band policies and procedures.

## **Working Conditions:**

- The position works at Caldwell First Nation. The main hours of work hours will be 8:30am-4:30pm from Monday to Friday with possibility of nights and/or weekends/holidays depending on needs and programming;
- Lifting up to 20 pounds;
- Bending, lifting, reaching, kneeling, and using a ladder when required.

### **Travel:**

- Some travel maybe required such as for General Membership Meetings, and picking up supplies as needed;
- Some travel may require staying overnight depending on location.

### **QUALIFICATIONS:**

- Post-Secondary degree (Environmental Studies and/or Cultural Studies will be given priority);
- A combination of education and/or experience will be considered;
- Typing speed of 70-90 words-per-minute or higher and strong notetaking skills;
- Experience working with an Indigenous community;
- Knowledge and understanding of Indigenous traditions, values, and practices, as well as historical and contemporary challenges faced by Indigenous Peoples;
- Must understand the Crown's Duty to Consult process and how it is triggered;
- Knowledge in legislation, regulations, and policies regarding the Duty to Consult, Indigenous People and treaty rights, and environmental sector and governance in an asset;
- Two – three years' experience providing clerical support and report writing;
- Experience analyzing reports, creating high level summaries, report writing and the creation of statistical reports;
- Experience coordinating and planning meetings and community events;
- Possess strong research skills and ability to convey information effectively verbally and in written forms;
- Possess a high level of organizational, analytical, and administrative skills;
- Strong skills in Google Suite applications, Microsoft Office, and adaptability in software learning;
- Ability to adapt to fast-paced work environment and adapt to task switching;
- Ability to meet deadlines and prioritize tasks accordingly;
- Must live within 100km of 14 Orange Street, Leamington, ON; in-person attendance is mandatory and schedule-dependant alongside hybrid work-from-home accommodation;
- Must provide current Vulnerable Sector Check acceptable to position upon conditional offer;
- Valid G license and clean driver's abstract;
- Access to reliable and personal vehicle;
- Current car insurance policy.

### **COMPENSATION:**

- The position is hourly on a basis of 37.5 hours per week at \$23 per hour;
- Health benefits are provided as part of the compensation package upon successful completion of probationary period;
- Two weeks discretionary vacation after first year of employment;
- Paid time off on all Federal and Provincial statutory holidays.

**Amendments:**

This job description accurately reflects the present position and it may, from time to time be amended and will be reviewed annually. Any changes will be made following a period of consultation.