ONTARIO ABORIGINAL
LANDS ASSOCIATION

**Ontario Aboriginal Lands Association (OALA)**
**EMPLOYMENT OPPORTUNITY**

**Position:** OALA ATR Support Coordinator

The Ontario Aboriginal Lands Association (OALA) is a federally registered not-for-profit organization that is Indigenous-controlled, community-based, and membership-driven. OALA is dedicated to raising the professional standards and capacity in First Nation land management.

OALA is establishing an Additions to Reserve (ATR) Unit. The ideal candidate would possess experience in ATR, however, OALA is open to training and growing the right candidate without ATR experience, including recent graduates, who have relevant educational/employment backgrounds including; Land Use and Community Planning, Geography, Environmental Planning, Natural Resource management, Indigenous Policy and Governance, Indigenous Economic Development; and/or other relevant backgrounds and disciplines.

**Position Summary:**
OALA is initiating a two-year pilot project to develop technical resources and capacity building for First Nations seeking to expand their reserve land base through the Additions to Reserve (ATR) process. As part of this project, OALA is seeking to hire an ATR Support Coordinator, who will play a key role in the development and implementation of the pilot project working with project team consultants and external partners.

Working under the supervision of the OALA Executive Director and the immediate supervision of the external ATR Consulting Team, the ATR Support Coordinator will also collaborate with Indigenous Services Canada (ISC). The ATR Support Coordinator will assist First Nations by providing technical support services, initiating active outreach activities, and assist with resource and capacity building with the Additions to Reserve process.

The ATR Support Coordinator will perform the following key objectives:

- Assist in carrying out the goals and objectives of OALA generally and in a team setting
- Meeting the goals and objectives of the ATR Unit
- Assuming responsibility for sound personnel, financial, and administrative management of the ATR Unit and related projects and programming
- Providing training, professional development, and technical support opportunities
- Developing resources to support ATR
- Participates in project teams, committees, and working groups involved in analyzing, developing, and coordinating the implementation of program strategies and initiatives, regulations, and policies

- Work collaboratively with OALA Membership, governments, institutions, organizations, and agencies
- Promote the role of OALA, other Regional Lands Associations (RLA) throughout Canada, and the National Aboriginal Lands Managers Association (NALMA)
- Encourage, support and market the NALMA Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers in Ontario

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| **Location:** | Remote work or a combination of telecommuting between home/office (Kettle and Stony Point FN) |
| **Employment Type:** | Contract until March 31st, 2026. The start date is immediate. Subject to a probationary period |
| **Language:** | English (written, comprehension, and oral) |
| **Closing Date:** | August 2, 2024, at 4:30 PM EST (or until filled) |
| **Annual Salary:** | $64,558.00 – $69,547.00 |
| **Job description:** | Available upon request |

**Assets:**

- Experience and/or knowledge of addition to reserve and reserve creation processes
- Knowledge and understanding of legislation and policies related to Addition to Reserve, Reserve Creation, and Reserve Land Management
- Experience/knowledge in one or more of the following:
    - Environmental assessment/remediation projects
    - Real property transactions and *Indian Act* land transactions, including use and knowledge of the Indian Land Registry System (ILRS)
    - Land Surveys
    - Managing fiscal resources including the development of work plans, budgets, and reporting
- High-level ability to work independently with minimal supervision
- Experience and ability to plan, organize, coordinate, instruct, and facilitate a training or workshop session
- Strong experience and proficiency in the use of the Microsoft Suite (Word, Excel, PowerPoint,

OneDrive, Outlook, and MS Teams)

**Requirements:**

- Completion of post-secondary degree or diploma related to Land Use and Community Planning, Geography, Environmental Planning, Natural Resource management, Indigenous Policy and Governance, Indigenous Economic Development; and/or other relevant backgrounds and disciplines.
- Experience or relevant training in the related field of Addition to Reserve and Indigenous Land Management
- Experience interpreting and applying legislation, regulations, and or policies to evaluate proposals against policy/program criteria to make effective recommendations
- Excellent oral and written communication skills, strong interpersonal skills, conflict resolution, and problem-solving skills
- Own transportation and a valid driver's license
- Indigenous ancestry is an asset
- Willingness to work overtime and travel which could include evenings and weekends

**Personal Suitability:**
Initiative; Effective Interpersonal Skills; Accurate; Team Player; Membership Focus; Reliability; Organized and Maintain Confidentiality.

**How to Apply:** Mail or Email the following:

1. Covering Letter
2. Resume
3. Two Current Signed and Dated Letters of Reference

**Send To:**
Jessica Pickett, Executive Director
Ontario Aboriginal Lands Association
9119 West Ipperwash Street, Unit B
Kettle and Stony Point FN, ON, N0N 1J1
Email: ed@oala-on.ca

**Thank you to all applicants; however, only those selected for an interview will be contacted.**