ONTARIO ABORIGINAL
LANDS ASSOCIATION

Ontario Aboriginal Lands Association (OALA) EMPLOYMENT OPPORTUNITY

Position: OALA Registration Clerk

The Ontario Aboriginal Lands Association (OALA) is a federally recognized not-for-profit organization that is Indigenous-led, community-focused, and member-driven. OALA is committed to enhancing the professional standards and capacity of First Nation land management.

Position Summary:

Under the immediate supervision of the Executive Director and in collaboration with the OALA Registration Officer and the Registrar for the Indian Land Registry System (ILRS), Indigenous Services Canada, the OALA Registration Clerk will complete the registration of land instruments in the ILRS on behalf of ISC Brantford Regional Office.

- Register ISC approved instruments into the ILRS and perform registration related responsibilities.
- Ensure applications and documents are accurately prepared, approved, registered, and indexed for future access in accordance with established ILRS policies and procedures.
- Record and respond to OALA Member referrals.
- Provide OALA Members with technical support as it relates to ILRS.
- Assist the Executive Director in providing specific reporting requirements and obligations identified by ISC and producing information with the annual report relating to ILRS used by Ontario First Nations.
- Work collaboratively with government, 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 through active outreach, network communications, and relationship-building.

Location: Combination of Distributed Workplace (Work from Home/Telecommuting) Or 9119 West Ipperwash Road, Unit B, Kettle and Stony Point First Nation Ontario, N0N 1J1 or 1024 Mississauga Street, Curve Lake First Nation Ontario K0L 1R0

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Hours of Work: Full-Time, 35 hours/week, Monday–Thursday 8am-530pm (occasional evenings/weekends and potential for some travel across Ontario and Canada)

Employment Type: Full-time Contract to March 31, 2026, with extension based on funding and operational need

Language: Fluent in English (written and oral). Indigenous language skills are an asset. French language skills are an asset.

Closing Date: OALA Members – November 4th, at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: $ 43,239 - $ 47,400 (based on experience and qualifications)

Job Description: Available upon request

Requirements:

- Post-secondary education in administration, land management, or a related field plus;
- Minimum two (2) years of experience in administrative, registry, or land management roles, or;
- Equivalent combination of related education and experience may be considered.
- Experience working with ILRS and related databases is an asset.
- Experience working with Indigenous communities or organizations is an asset.
- PLMPC certification would be an asset.
- Own transportation and valid driver's license
- Must provide a recent Canadian Police Information Centre (CPIC) check upon hiring.
- Must complete Indigenous Services Canada (ISC) security clearance, which may include a criminal record check, credit check, and fingerprinting, upon hiring

Knowledge, Abilities, and Skills:

- Basic knowledge of statutes, regulations, manuals, and practices governing the processing of registering land instruments specific to the Indian Act
- Knowledge and experience specific to the Indian Land Registry System (ILRS)
- Basic knowledge of Reserve land management
- Knowledge of the Ontario Aboriginal Lands Association (OALA) Services and Members

OALA Headquarters
1024 Mississauga Street,
Curve Lake, ON K0L 1R0

OALA Satellite Office
9119 West Ipperwash Road,
Kettle and Stony Point, ON N0N 1J1

519.312.9615
ed@oala-on.ca
oala-on.ca

- Strong organizational and analytical skills.
- Excellent oral and written communication skills, including translating complex material into comprehensive plain language writing.
- Proficiency in Microsoft Suite, database systems, and virtual communication tools including Teams.
- Professionalism, discretion, and sound judgment in sensitive situations.
- Ability to work independently and collaboratively in a distributed team environment.

Traits and Qualities:

- Detail-oriented: accuracy is critical in land registration and document handling requiring meticulous review and data entry for compliance with ILRS standards
- Analytical Thinker: able to interpret complex legal and land-related documents, identify discrepancies, and apply sound judgment in resolving issues
- Culturally competent and respectful: demonstrates understanding and respect for Indigenous cultures, governance, and land management practices.
- Adaptable and self-directed: comfortable working independently in a hybrid environment, managing shifting priorities and adapting to evolving project needs
- Service-oriented: committed to supporting First Nations in navigating the ILRS and improving land governance capacity

How to Apply:

Mail or email the following:

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

Send To:

Mindy Knott, 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.