ONTARIO ABORIGINAL
LANDS ASSOCIATION

Ontario Aboriginal Lands Association (OALA)
EMPLOYMENT OPPORTUNITY

Position Title: Estates Technician

OALA is seeking an experienced and driven individual to fill the position of Estates Technician.

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

Position Summary:
Working under the immediate supervision of the OALA Executive Director, the Estates Technician will support the current OALA Estates Unit and Coordinator in the continued development of estate administration capacity within communities, providing access to estate management referrals and resources to enhance estate services on First Nations while being mentored by the OALA Estates Coordinator.

The position of Estates Technician will:

- Support capacity-building for effective governance of estates programs within First Nation communities.
- Increase awareness of estate management processes under the *Indian Act*.
- Foster strong relationships with community members and assist with navigating the estates process.
- Help prevent delays in estate matters.
- Mentor opportunities with the Estates Coordinator and others to deliver training, resources and technical support.
- Promote professional development opportunities and national partnerships related to land and estates management.

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

OALA Satellite Office
9119 West Ipperwash Road, Unit B
Kettle and Stony Point, ON N0N 1J0

519.312.9615 info@oala-on.ca oala-on.ca

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Location:	Combination of Distributed Workplace (Work from Home/Telecommuting) or 9119 West Ipperwash Road, Unit B, Kettle and Stony Point First Nation ON, N0N 1J1 or 1024 Mississauga St, Curve Lake, ON K0L 1R0
Employment Type:	Full-time contract until March 31, 2026 (Possibility of extension beyond 2026)
Language:	Fluency in English (written, comprehension and oral)
Closing Date:	OALA Membership Level **December 1, 2025 at 4:30pm Eastern Standard Time** **(Late applications will not be accepted)**
Annual Salary:	$ 45,000 - 52,000 (annually subject to availability of funding and experience)
Job Description:	Available upon request

Knowledge, Abilities, and Skills:

- Maintain and manage the estates network and database
- Uphold confidentiality and support technical service delivery
- Support training sessions and professional development initiatives
- Assist with reporting, communications, and outreach activities
- Contribute to office administration and data collection
- Knowledge of statutes, regulations, manuals, and practices governing estates management specific to the *Indian Act*
- Knowledge of Indigenous Services Canada (ISC) roles and responsibilities, policies, and programs specific to estates
- Knowledge of the Ontario Aboriginal Lands Association (OALA) services and Members
- Ability to support a training or workshop session
- Promote regional lands associations, the National Aboriginal Lands Managers Association (NALMA) and the Professional Lands Management Certification Program (PLMCP)

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- Familiarity with the *Indian Act*, particularly sections 42–50 related to estates administration
- Understanding of the *Family Homes on Reserve and Matrimonial Interests or Rights Act (FHRMIRA)*
- Knowledge of Matrimonial Real Property on First Nations
- Understanding of the Indian Estates Regulations
- Basic knowledge of Reserve land management
- Ability to maintain accurate records within an electronic database
- Ability to maintain confidentiality and ensure legislated privacy requirements are met
- Ability to work in harmony with others and to deal effectively with the public
- Ability to establish and maintain effective working relationships with other First Nation organizations and Government
- Ability to do research and introduce best practices and procedures to share with Members and working groups
- Advanced level of the following skills:
    - Administration
    - Electronic record and data management
    - Communication (written & oral)
    - Computer and online technology
    - Organization and problem solving

Education, Level of Experience & Hiring Requirements:

- Completion of post-secondary degree/diploma/certificate in Business Administration, Reserve Lands Management or an equivalent combination of any education and experience may be considered
- Advanced experience with computers, with proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome, Teams, various online communication methods, and Adobe Pro
- Must have a valid Ontario driver's license
- Personal Suitability – maintain confidentiality, attention to detail and accuracy, possess organizational, communication, interpersonal and analytical skills, team player, client-focused and reliable
- Valuable assets that will be considered:
    - Working knowledge of the Estates process
    - Being a Certified Land Manager
    - Experience working with First Nations
    - Indigenous ancestry

Other Information:

- The successful candidate will be required to provide a criminal record check as a condition of employment, and
- Submit two (2) current signed and dated letters of reference to accompany resume

This will be a condition of employment that applies to permanent, contract, casual, and student hiring. Should you reach the point in the selection process where it is necessary to verify terms and conditions of employment, then the hiring manager or a human resources representative will contact you to complete an attestation.

How to Apply:

Mail or email the following:

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

Send To:

Mindy Knott, Executive Director
Ontario Aboriginal Lands Association
1024 Mississauga Street
Curve Lake, ON K0L 1R0
Email: ed@oala-on.ca

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