



Job Summary

Location:
Eelūnaapéewi Lahkéewiit
Delaware Nation
Housing & Lands Dept.
14979 School House Line
R. R. #3
Thamesville, ON N0P 2K0

Industry
Lands & Estates

Job Status:
35 hours per week
– Term contract ending
March 31, 2020

Salary:
Based upon qualifications &
experience

CLOSING DATE:
July 24th, 2019
@4:00 p.m.

Eelūnaapéewi Lahkéewiit (Delaware Nation) Job Posting Lands & Resource Consultation Assistant

The Eelūnaapéewi Lahkéewiit Council is currently accepting applications for A Lands & Resource Consultation Assistant within the Eelūnaapéewi Lahkéewiit Housing and Lands Department.

PURPOSE:

To research & compile data for a comprehensive community consultation process in relation to Eelūnaapéewi Lahkéewiit Lands & Resource.

SUPERVISION

The Lands & Resources Consultation Assistant shall be under the direct supervision of the Lands & Resource Consultation Manager.

DUTIES & RESPONSIBILITIES (to include but not be limited to the following):

- . Provide administrative assistance to the Lands & Resource Consultation Manager and other Delaware Nation designates as required or as requested, including correspondence, minute taking, typing, information research, filing and taking telephone messages. Draft memos/letters, policies/procedures as directed.
- . Schedule and perform word processing activities; format, revise and maintain files, soft & hard copy.
- . Coordinate all travel arrangements for the Lands & Resource Consultation Project. Make flights, hotel and rental car reservations in accordance with Delaware Nation Policies. Create travel itinerary and schedules in accordance with travel requests.
- . Research & Compile data; demographic, economic, legal, political, cultural, sociological, physical and other factors affecting land use.
- . Research & compile data for environmental protection policies & procedures for Delaware Nation membership approval eg. Wildlife protection, cultural sensitive area, species at risk, watershed etc or as directed by the Lands Resource Consultation Manager
- . Research and compile data for surveys to establish and mark legal boundaries of properties, parcels of land, provincial and Canada Lands, Aboriginal land claims, oil & gas, well-sites, utility rights-of-way, roadways and highways
- . Research and compile all data: plans, charts, records and documents related to surveys of real property boundaries and store according to filing practices established by the Lands Research Consultation Manager.
- . Plan the logistics for intergovernmental meetings and conferences with officers of municipal, provincial or federal governments as directed by the Lands and Resource Manager

- . Plan the logistics for intergovernmental meetings and conferences with officers of municipal, provincial or federal governments as directed by the Lands and Resource Manager
- . Research & compile data on process for official visits to the Delaware Nation by politicians and dignitaries.
- . Update job knowledge by participating in education, reading professional publications, maintain personal networks, participating in professional organization for the purpose of the Delaware Lands & Resource Consultation Project
- . Plan logistics for meetings for the purpose of the Delaware Lands and Resource Consultation Project and take minutes of such meetings.

QUALIFICATIONS:

- Ontario Secondary School Diploma, previous work experience in policy development or research would be an asset
- Excellent organization, communication, research skills and the ability to express ideas clearly
- Must have previous minute taking experience
- Proficient in MS Office Applications such as Word, Excel, Power Point and other programs related to the management of lands
- Excellent time management skills
- Valid Ontario Driver's license with access to reliable insured transportation
- Must be willing to work flexible hours and willing to travel
- Willing to take training as required

Terms of Position:

Employment Term: Term contract ending March 31, 2020 - 35 hours per week

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (some flexible hours may be required)

CLOSING DATE FOR APPLICATIONS:

Interested candidates, please submit a **Cover Letter, Résumé and three (3) letters of References**

- Two (2) work related and one (1) character

Director of Operations
 Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
 14760 School House Line,
 R. R. #3 Thamesville, Ontario N0P 2K0

Marked: CONFIDENTIAL – Lands & Resources Consultation Assist. Position

Deadline: July 24, 2019 at 4:00 p.m.

Interview Date: August 02, 2019 (tentative)

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.