



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Consultation Coordinator

Job ID	2F-92-DB-73-DF-F7		
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=2F-92-DB-73-DF-F7">https://careers.indigenous.link/viewjob?jobname=2F-92-DB-73-DF-F7</a>		
Company	Caldwell First Nation		
Location	Leamington, Ontario		
Date Posted	From: 2021-04-22	To: 2021-10-19	
Job	Type: Full-time	Category: Agriculture	
Job Start Date	As soon as possible		
Languages	English		

### Description

#### Job Summary:

Consultation Coordinator position is a full-time contract position that will establish multi-year plans for consultation of lands and accommodations as well as prospective public or private partnerships in the Environmental & Consultation Department. In addition to developing/revising policies and procedures with respect to consultation for Council approval, the Consultation Coordinator will work with the Environmental & Consultation Coordinator as a representative for any consultation matters regarding land development on behalf of Caldwell First Nation. The Consultation Coordinator must promote Caldwell First Nation's vision and values, maintain professionalism, and represent Caldwell First Nation in a positive manner.

#### Principle Duties & Responsibilities

- Conduct site visits and inspections to monitor compliance of all agreements with Government agencies and other industry stakeholders;
- Work with consultants and specialized professionals to review and/or complete impact studies, impact benefit studies, and ensure environmental protection is a priority;
- Coordinate information sharing pertaining to natural resources initiatives within Caldwell First Nation Territory;
- Attend training, conferences, and workshops pertaining to consultation and accommodation; traveling maybe required.
- Provide input to and help maintain natural resources information systems and promote awareness of traditional resource management and protection.
- Prepare monthly and annual statistics, quarterly reports, and an annual report in conjunction with the Environmental & Consultation Coordinator and/or Director of Operations;
- Develop a yearly work plan with targets and deadlines;
- Monitor a comprehensive and detailed database of all incoming consultation requests, documentation, and contact information for external Government and various industry agencies;
- Present to council as requested;
- Assist the Environmental & Consultation Coordinator with office support duties related to overall lands operation of Caldwell First Nation lands;
- Comply with all Caldwell First Nation Band policies and procedures;
- Other duties as may be reasonably required.

#### Qualifications

- Post-Secondary degree/diploma in Business or Economics/natural resources/sustainable resources/environmental studies/sciences/urban planning/or similar education preferred;
- Experience with First Nation consultation is considered an asset.
- Possess 2-3 years' experience in resource management or similar capacity;
- A combination of experience and/or education will be considered;
- Knowledge of resource management principles and practices including traditional ecological knowledge;
- Possess good verbal presentation skills;
- Comfort with meeting with private or public sectors to establish relationships and potential partnerships;
- Possess strong research skills and ability to clearly explain both written and orally.
- Must have strong organizational and time management skills;
- Possess a high level of organizational, analytical, and administrative skills;
- Must be able to develop, implement, monitor, and evaluate progress of multiple projects;
- Knowledge of using Microsoft Office, Word, Excel, and able to learn new programs;
- Experience in compiling and writing detailed reports and briefing reports for Council or enlisting administrative support as required;
- Highly motivated and ability to work independently in a demanding and fast-paced work environment;
- Ability to learn quickly and handle changing priorities;
- Must have own vehicle and valid Class 5 driver's license; and
- Must provide current Vulnerable Sector Check acceptable to position upon conditional offer.

### How to Apply

Please send cover letter and resume to [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca)

Provide 3 professional references if successful hire.

Please include salary expectations.