



is accepting applications for the CONTRACT, full time position of

“Consultation Coordinator”

Closing Date: January 20, 2022 at noon

Job Summary:

To build and promote relationships while promoting the rights and interests of MCFN and adhering to the core values of the Seven Grandfather Teachings, throughout the Consultation Process.

Minimum Requirements

- Post Secondary diploma, training or credentials in environment, planning, or indigenous law/education
- OR at least 3 years direct experience in related fields

Skills and Knowledge

- Organized
- Responsive
- An understanding of the Duty to Consult
- Knowledge of Inherent and Treaty Rights and history and how they relate to the Duty to Consult
- Good Computer skills- Microsoft applications
- Good verbal and written communication skills, including use of presentation software and presenting to groups
- Good at multi-tasking and time and task management- being able to juggle a lot of information and files and set and adjust priorities on the fly to meet deadlines.
- Diplomatic and empathetic- able to get across their/the Consultation Office’s needs and priorities in a way which is non-confrontational and assertive and leaving openings for negotiations of solutions where there are disagreements
- Good active listening skills- ability to listen to what others are saying and reflect it back to them in a non-confrontational and constructive way, and in order to confirm their understanding
- Knowledge of environmental issues, cultural heritage issues, and impacts of development
- Good analytical, communication and interpersonal skills
- Ability to quickly learn and understand new concepts
- Able to work independently and in team settings
- Willingness to work flexible hours and weekends when necessary; subject to strict deadlines
- Possess supervisory skills and ability to work with minimal supervision

Assets

- Knowledge of government regulations and processes (e.g. environmental assessment) that apply to the Crown’s regulatory systems and jurisdiction within MCFN Territory
- basic knowledge of GIS, and experience working with databases/data management
- Work-related experience in a high functioning First Nation organization

Other Requirements

- Valid G class license
- Positive Results of a Criminal Records Check
- Safe Food Handler’s Certificate or the willingness to obtain one as soon as possible
- Must be willing to work flexible hours

Salary: \$40,297.50 - \$56,821.50

Term: 2 year Contract

Please submit your cover letter, resume, educational credentials and three (3) work-related references to:

The Mississaugas of the Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road, Hagersville, ON

N0A 1H0

Applications will also be accepted at the email address listed below.

A detailed job description is available at the Admin Office or by email at stephanie.laforme@mncfn.ca

Miigwech to all who apply.