

EMPLOYMENT OPPORTUNITY
National Aboriginal Lands Managers Association (NALMA)

Position: LUP Program Administrative Support

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Indigenous-controlled, community-based, and membership-driven, dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Land Use Planning (LUP) Program Administrative Support

Position Summary:

Under the immediate supervision of the NALMA LUP Program Specialist LUP Unit and the other designates the LUP Project Administrator, the position of the LUP Program Administrative Support will:

- Assist in carrying out the goals and objectives of the Land Use Planning (LUP) Unit specifically and NALMA generally.
- Encouraging and supporting Land Use Planning for First Nation Land Managers.
- Support and promote the role of NALMA and Regional Lands Associations throughout Canada

Location: NALMA Head Office
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
(Telecommuting Arrangement may be considered)

Employment Type: Contract until March 31st, 2026, with an extension subject to availability of funds
Start date is immediate.

Language: English
Fluency in English (written, comprehension and oral)
Practical ability in French (written, comprehension and oral) would be an asset

Closing Date: November 17, 2023

Annual Salary: \$56,143.00- health and dental benefits upon successful completion of probationary period

Job Description: Available upon request

Experience, Skills, Knowledge, Competencies:

- Must possess advanced level of:
 - Administration skills
 - Coordination skills
 - Communication skills (written & oral)
 - Organizational and file management skills

- Knowledge of theory and application of project and financial management
- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting.
- Ability to work independently with minimal supervision.
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online training applications and Adobe Pro;
- Maintain confidentiality and ensure legislated privacy requirements are met.

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration and/or equivalent combination of education and experience
- Two to five years experience in the related field of administration and or project coordination
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Experience working with First Nations is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment

Personal Suitability:

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail, Fax or Email the following:

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

Send To: Leona Irons, Executive Director
 National Aboriginal Lands Managers Association
 1024 Mississauga Street
 Curve Lake, Ontario, K0L 1R0
 Fax: (705)657-7177 or Email: liron@nalma.ca

