



JOB OPENING

Reserve Lands Technician – Term Contract Position (Oct. 1st, 2026 - March 31st, 2027)

Manitoba USKE Land Managers Association Inc. is seeking a motivated individual to join our team as a full-time Reserve Lands Technician.

The Reserve Lands Technician will support USKE's Additions to Reserve work with First Nations throughout Manitoba. Working with the USKE team, the successful candidate will assist with the coordination, research, documentation, tracking, and administration of ATR files as they progress through the federal Additions to Reserve process.

Key Responsibilities

- Assist with the coordination and tracking of Additions to Reserve files.
- Support communication with First Nations, Indigenous Services Canada, municipalities, provincial departments, consultants, and other partners.
- Assist with preparing correspondence, reports, meeting materials, briefing notes, and ATR documentation.
- Conduct research related to land acquisition, reserve creation, municipal servicing, land interests, and ATR requirements.
- Maintain organized electronic and physical ATR files and track outstanding requirements and next steps.
- Assist with meetings, community engagement, presentations, and workshops.
- Support mapping, land information, and other project activities as required.
- Provide general administrative and project support to the USKE team.

Qualifications

- Knowledge of First Nations land management and the Additions to Reserve process is an asset.
- Strong organizational, research, communication, and writing skills.
- Ability to manage multiple files and deadlines.
- Proficiency with Microsoft Office and general computer applications.
- Experience working with First Nations governments and organizations is strongly preferred.
- Must be willing to travel within Manitoba as required.
- A valid Class 5 driver's licence is an asset.

Position: Full-Time

Closing Date: September 25, 2026

Interested applicants are invited to submit a resume and cover letter to s.mayham@uske.ca