

JOB POSTING DETAILS

Job Title	Lands and Environment Liaison Officer	Job Type	NA
ES Job ID	3382	Duration	NA
Date Posted	May 6, 2022	Location	Cutler
		Closing Date	May 20, 2022

Job Overview - Description & Duties

Lands and Environment Liaison Officer

Serpent River First Nation (SRFN) is seeking an individual for the position of Lands & Environmental Liaison Officer. The Lands & Environmental Liaison Officer will provide administration, project management, communications, community engagement & outreach, and environmental monitoring support for the First Nation's Cutler Acid remediation project.

For a full Job Description contact Serpent River First Nation.

Position Duties

- Research and maintain an information database specific to the Cutler Acid Site
- Document history using written, photography and video
- Provide timely information to assist in informing and updating the community
- Become and act as the Director of Operations expert on all past and future projects pertaining to the Cutler Acid site
- Provide on-going monitoring for the project
- Community engagement as appropriate
- Study future land use limitations
- Coordinate ceremonial protocol
- Maintain scheduling
- Prepare and/or edit meeting minutes, presentations and other documentation as required
- Ensure adherence to deadlines and provide updated status reports to the Manager of Lands and Environment as required
- To ensure terms relating to confidentiality, conflict of interest and conflict resolution are upheld
- To administer information, correspondence and documentation in a thorough and organized manner, including maintaining all file records and project documents for effective and easy access where appropriate

Required Skills

Qualifications

- Diploma or Degree in Natural Resources or Civil Engineering / Environmental
- Ability to conduct research using appropriate tools ie. Internet, past reports, etc.
- Facilitate meetings and community gatherings
- Exceptional organizational skills
- Developed interpersonal skills and the ability to effectively work with the general public, management and employees
- Have a flexible work schedule in order to meet deadlines and/or emergency situations
- General computer knowledge, proficiency with general office software such as e-mail, spreadsheets, word documents, etc. and office equipment
- Ability to work as a team in a fast paced environment
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)
- WHMIS certification or ability to obtain within the first three months of employment

- Valid Ontario Class 'G' Driver's License with a clear driver's abstract
- Knowledge and application of the 7 grandfather teachings
- Knowledge and understanding of Ojibwe culture and language an asset

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Hiring Committee
c/o Sheila Commanda
40 Ball Park Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2414
Email: finance.clerk1@serpentriverfn.com
By: May 20, 2022 at 4:00 pm

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

*Detailed Job Description is available upon request