

Full-time Permanent Employment Opportunities



Permanent Full-time @ 35 hours/week

Benefits:

- Paid vacation
- Paid Sick Leave
- Group Health & Dental Benefits
- Pension Plan

Salary:

Alderville First Nation Salary Grid will apply - start rate is \$25.91 per hour

Lands & Estate Administrator

Position Summary:

The Lands & Estate Administrator is responsible for overseeing all matters related to Alderville First Nation lands, wills and estates.

KEY JOB FUNCTIONS

- Manages and maintains all records associated with the AFN lands including commercial, residential, industrial and agricultural leases, permits, rights of way, and all legal documentation.
- Maintains and develops records and ensures the integrity and strict confidentiality of all estate information, including the development and maintenance of all client estate and other records; and coordination of Matrimonial Real Property Law as it relates to the on-reserve home.
- Key resource for historical knowledge that affects the lands and people of AFN.

Lands:

- Facilitates Membership Land Transfers and registration thereof as well as AFN-land surveys, new lot creation, roads, subdivisions and boundaries.
- Provides GIS aerial boundary pictures for decision-making purposes.
- Strong understanding of the Matrimonial Real Property legislation in the event of sale of property/Land Transfer.
- Facilitate allotments of reserve lands with Chief & Council.
- Arranges for Land surveys, land appraisals, lands to added to Reserve, land permits and land leases.
- Maintains repository for land claims.
- Facilitates the negotiation of relevant service agreements with the municipality in conjunction with Council.
- Commissions all Land Transactions..
- Maintain garbage collection data for Data Call re-imbusement submission.

Wills & Estates:

- Assists membership with the transfer of the on-reserve estate property in conjunction with the Estates Department of Indian Affairs.
- Sets up Wills & Estates Indian Affairs Estates Department presentations for membership to have legal wills drafted.
- Notify the Estates department of membership deaths and verifies if a deceased member has any on-reserve property.

Minimum Qualifications:

- A post-secondary degree or diploma in an area related to Resource Management, Environmental Science, Land Use Planning

Specialization required:

- Registered Professional Lands Manager Certification (training will be provided).
- Eligible to be a Commissioner.
- Knowledge of legislation governing First Nations.
- Valid driver's license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

Human Resources - Employment Opportunities



Permanent Full-time @ 35 hours/week

Benefits:

- Paid vacation
- Paid Sick Leave
- Group Health & Dental Benefits
- Pension Plan

Salary:

Alderville First Nation Salary Grid will apply - start rate is \$25.91 per hour

Considered an asset:

- Finance management experience.
- Holds historical knowledge that affects the lands and people of Alderville First Nation.

Preferred Experience:

- Demonstrated experience in community development.
- Proven ability to network effectively and productively with community, community organizations, other First Nations, government, and other agencies outside the community.
- Advanced computer skills (MS Office: Word, Excel, PowerPoint, Publisher, Outlook & Access); e-mail and internet.
- Technological tools including GIS and mapping software and asset.
- Excellent oral and written communication particularly in business writing skills.
- Must have proven, exceptional staff/public relations.

**** For full job description, contact Melissa Levesque, Human Resources Manager****

Deadline to Apply: *Job Posting will remain open until filled.*

How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact:

Melissa Levesque, Human Resources Manager

Phone: 905-352-2011 ext. 217

Email: mlevesque@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.