



# AOPFN EMPLOYMENT OPPORTUNITY

## Land & Environmental Officer – Amended

**Department: Lands, Estates and Membership**

**Supervisor: LEM Manager**

**Salary Range: \$56,015.00 - 61,830.00 annually /**

**Full-Time-Permanent - 35 hrs/ week**

**Deadline to Apply: Friday, May 22<sup>nd</sup>, 2026 at 4:00PM**

The Lands & Environment Officer will be responsible for implementing and administering the First Nation Lands Management Code by developing a Land Use Plan and an Environmental Management Plan. The Lands & Environment Officer will act as Deputy Registrar for registration of legal land documents; will implement, and administer Land laws, Environmental laws and a Geographic Information System that includes technical expertise and making recommendations on program delivery and policy development.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Service Delivery**

##### **A. Lands Management**

- Implements and maintains an up-to-date land registry and survey records system according to approved lands policy and procedures.
- Verify land status to determine any encumbrances, vacant possession etc. prior to completing land transactions.
- Assists the membership and lessors in preparation and completion of land transactions documents such as leases, transfers, assignments, allotments and permits.
- Register document under the FNLMC and issue Certificate of Possession (CP).
- Coordinate basic land surveys to retrace lot lines of “band land” and CP lots as required.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Post-secondary diploma/degree in land management, environmental studies, planning, public administration, law/legal studies, paralegal studies, or a related field with 2+ years' experience,
- OR**
- Secondary school diploma with 5+ years' experience in administration, land-related work, environmental programs, legal or regulatory support, or records management.
  - Experience interpreting and applying policies, bylaws, legislation, or regulatory requirements, with administrative or legal support.
  - Experience with GIS or mapping tools, or willingness to learn.
  - General understanding of land, environmental, or planning concepts, preferably in a public-sector or Indigenous context.

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Land & Environmental Officer

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.