



AOPFN EMPLOYMENT OPPORTUNITY

Law Development Officer

Department: Lands, Estates and Membership

Supervisor: LEM Manager

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

1 yr contract - Possibility of Permenancy - 35 hrs/ week

Deadline to Apply: Friday, August 14th, 2026 at 4:00PM

The Law Development Officer works with the Manager, Lands, Estates and Membership ensuring accessible and culturally grounded accountability that align with AOPFN values, including the Seven Grandfather Teachings. This role will be responsible for reviewing and amending laws to ensure that they are consistent with all codes, ensuring enforcement clauses are included in all codes. Develop Policies and Procedures for implementing and administering laws.

The Law Development Officer will collaborate with the Manager of Lands, Estates and Membership in establishing relationships with OPP and Courts to ensure that infractions are handled correctly. They will collaborate to train staff on the issuance of fines under the laws.

DUTIES AND RESPONSIBILITIES:

1.Review of Algonquins of Pikwakanagan First Nation existing laws for Lands, Estates and Membership

- Ensure they provide consistency amongst all laws and codes.
- Ensure the enforcement clauses are included in all AOPFN laws and codes
- Obtain legal opinion to review & amend our laws to ensure that they meet with legal requirements and can be prosecuted

2.Development of New Laws and Policies with respect to Lands, Estates and Membership as Required

- Work with legal counsel, manager and Council on developing an Enforcement Law
- Develop policies and procedures for implementing and administering the laws.
- Work with OPP and the courts to ensure infractions be heard in court
- Train staff on the issuance of fines under the laws.
- Prioritize the completion of Residency & Safety Law and Enforcement law.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-Secondary training in Administration and Legal Policy Development with a minimum of 2 years' experience in a related field. OR
- Secondary School diploma with a minimum of 5 years' experience working in land use related field or policy interpretation and procedure development.
- Demonstrated experience in community engagement and relationship building with First Nation Communities.

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: Law Development 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.