



AOPFN EMPLOYMENT OPPORTUNITY

Manager of Lands, Estates and Membership

Department: Lands, Estates and Membership

Supervisor: Executive Director of Operations

Starting at \$72,800.00 annually

35 hour/week - 12 Month Contract - Maternity Leave Coverage

Deadline to Apply: Friday, June 12, 2025 at 4:00PM

The Manager of Lands, Estates and Membership will deal with all projects and matters concerning, lands, estates and membership activities for the Algonquins of Pikwakanagan First Nation. Including providing direction and planning for all activities, program and services. The Manager will also provide direction and approval for all Lands, Estates and Membership initiatives. As Manager of Lands, Estates and Membership.

DUTIES AND RESPONSIBILITIES:

- Providing guidance and interpretations on land management; regulations, policies and practices to Chief and Council, departmental staff and members who use information to ensure compliance.
- Front line of contact for policy clarification on land management issues and referral services for department land systems.
- Oversee Estate Management.
- Oversee membership database program and issuing of certificates for Indian status in accordance with procedures.
- Act as Commissioner of Affidavits.
- Develop and implement a GIS system.
- Financial Management – preparing and implementing departmental workplans, budgets and proposals for funding including completion and submission of necessary reports.
- Provide leadership in staff development, training and supervision of staff.
- Attend management and community meetings as directed.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post secondary degree/diploma in the field of business administration, legal or land use management, combined with 2 years of management/supervisory experience OR
- Completion of (or enrolled in) Professional Lands Management Certification Program combined with 2 years of management/supervisory experience.
- Demonstrated community engagement experience
- Demonstrated willingness to travel

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: Manager of Lands, Estates and Membership

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.