



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Consultation & Accommodation Officer

**Location:** Sarnia, ON

**Duration:** Permanent

**Posting Closes/Deadline:** January 23<sup>rd</sup>, 2025

**Tentative Interview Date(s):** January 28<sup>th</sup>-30<sup>th</sup>, 2025

### Scope of the Position

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The Consultation and Accommodation Officer is responsible for providing comprehensive administrative and organizational support for all development opportunities, managing inquiries from all corporations, government, or proponents interested in partnering with Aamjiwnaang within the guidelines of Band initiatives. The Consultation and Accommodation Officer is responsible for performing a variety of administrative duties, including but not limited to managing all communications regarding development inquiries, support in the creation and maintenance of agreements, ensuring all opportunities are managed to completion, handling all correspondence and any other related activities, as established by the Governance Officer.

### Responsibilities

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- Deliver and execute high-quality administrative support to programs and services in alignment with legislative and community requirements by:
  - Ensuring well-defined process, information collection, and documentation standards
  - Reporting on and providing advice regarding engagements with other corporations, organizations or government
  - Coordinating effective communications and issue resolution with key stakeholders
- Under the guidance of the Governance Officer, ensure that Indigenous culture and language concepts are integrated into all aspects of managing development opportunities for the Band
- Function as the primary point of contact for all consultation requests related to Band land, pipelines, partnerships, or any impact to asserted rights
- Assist in the establishment of new procedures as they relate to gathering and managing inquiries, consultation requests and development of Band resources and assets
- In partnership with Aamjiwnaang departments and other Band stakeholders, remain informed of private, Provincial and Federal and departmental services, initiatives, and funding or partnership opportunities
- Liaise with relevant agencies, professional associations, and other department leaders regarding agreements and services as required
- Work in partnership with Development department team members and other AFN staff to support the development of new programs and proposals to meet identified community needs
- Attend appropriate workshops, seminars and training sessions as required to remain current on topics of concern to your role and scope of responsibility
- Promote a positive image of Aamjiwnaang to the public

### Minimum Requirements

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- Certificate/diploma in administration, policy and risk management or equivalent area of study/experience
- Minimum of 1 year of experience in administrative support services
- Proven experience and ability to understand policy and law-related documents in a timely manner
- Prior experience in developing and/or managing First Nation-related partnerships
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment

- is an asset
- A valid driver's license and access to a vehicle

## **Knowledge, Skills, and Abilities**

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- Working knowledge in departmental area of discipline
- Knowledge of First Nations development initiatives/services and how that impacts the Aamjiwnaang community
- Knowledge of First Nations bylaws, politics and specific issues related to development
- Knowledge of and ability to apply core First Nations values to deliver culturally appropriate services
- Able to support the vision, purpose, and values of AFN
- Sensitivity and respect for Indigenous issues
- Knowledge of relevant legislation and regulations related to agreements and development
- Public relations skills, including an appreciation of the need for tact, and a positive, cheerful, and informed approach with the public
- Able to maintain networks and relationships both inside and outside of the organization with relevant organizations and community partners
- Able to work independently and to perform well with minimal supervision
- Proven research and persuasion skills
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Able to learn quickly and to leverage change as opportunities for success
- Organizational, analytical, and objective with a critical eye for detail
- Able to work collaboratively, and think critically with a focus on solutions
- Proficient in associated software, programs, etc.

## **Personal Attributes**

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- Maintain confidential information, from time to time, in performing the duties of this position
- Demonstrate integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation well-being, home and community care, and community

## **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

## **Application Process**

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If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)