



MATACHEWAN FIRST NATION

Box 160, Matachewan ON, P0K 1M0

JOB POSTING

Job Title: IBA Coordinator (Alamos)

Reports To: Director of Finance and Administration

Position Summary

Reporting to the Director of Finance and Administration (DoFA), Matachewan First Nation (MFN) is seeking a dedicated, proactive and energetic individual who will be responsible for working in collaboration with the representatives of MFN and Alamos Joint Management Committee (Partner) to achieve progress on the various elements of the Impact Benefit Agreement (IBA).

Term: Contract, Full-Time (12 months with possibility of permanent extension)

Hours of Work: 40 hours per week, Monday – Friday, 8:30AM – 4:30PM, with flexibility to work evenings and weekends

Location: Matachewan First Nation, Alamos Gold Site

Compensation: \$60,000 - \$80,000 annually

Benefits: Optional employer-paid benefits package and enrollment in pension plan

Start Date: As soon as possible

Areas of Responsibility

- Maintain the established Joint Management Committee including identifying representatives from Alamos and MFN.
- Research best practice in IBA.
- Assist Alamos in ensuring that the provisions of the agreement are observed and assist in resolving any disputes that may arise in connection with the agreement.
- Work closely with MFN in the design and development of programs in accordance with the schedule that meet the needs and aspirations of MFN.
- Coordinate meetings with Alamos regularly.
- Consult with and make recommendations to the parties on the implementation of this agreement.
- Ensure that MFN receives maximum benefits as a whole and for individual members, including access to training and employment opportunities and support for social, cultural and community services.
- Advocate for responsible resource development practices, ensuring that the environmental impacts of the mining operation are managed in accordance with the terms of the IBA, with a focus on MFN's environmental priorities.
- Monitor the environmental performance of the Young Davidson by reviewing reports and studies, ensuring proper oversight and promoting sustainability that aligns with MFN's values.
- Develop a conflict-of-interest process, including providing recommendations for specific action plans to address immediate issues and mitigate MFN or Partner issues and concerns, ensuring that all issues are being addressed in a timely manner, with the assistance, as appropriate of MFN and Partner representatives.

Areas of Responsibility (cont.)

- Develop positive and productive working relationships with Alamos representatives, supervisory personnel and staff, and any other representatives.
- Report to the DOFA on an ongoing basis regarding progress of the IBA provisions, including providing statistics on training, employment, business opportunities being accessed and communicate them to the community once approved.
- Work with Alamos First Nation Partnership Coordinator to develop a database of skills, education and employment experience of MFN members and work on ongoing issues of concern.
- Consult directly with employees who are MFN members and their respective families to ensure their continued health, well-being and productivity.
- Undertake other duties that may be delegated by the DOFA, Joint Management Committee and Environmental Committee.

Requirements

- A minimum of 1-2 years of related work experience.
- Understanding of First Nations' culture, traditions, teachings and community dynamics.
- Knowledge of legislations governing First Nations.
- Awareness/knowledge of mining agreements/negotiations is considered an asset.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Excellent verbal and written communication skills.
- Able to work methodically and accurately, with attention to detail.
- Excellent interpersonal skills.
- Valid Ontario Class G Driver's license with proof of insurance and access to a vehicle.
- Accepted recent Criminal Record and Vulnerable Sector Check.

How to Apply

Qualified candidates are invited to send their cover letter and resume to hr@mfnrez.ca. Position will remain opened until filled.