Matachewan First Nation

Box 160, Matachewan ON, P0K 1M0

JOB POSTING

Job Title: Planning Coordinator
Reports To: Lands and Resources Coordinator

Position Summary

Reporting to the Lands and Resources Coordinator (L&R Coordinator), this position will support the preparation of the Comprehensive Community Plan and the Land Use Plan for Matachewan First Nation (MFN). The Planning Coordinator will work collaboratively with the community as an important aspect of the job is to consult with community members including Elders, Knowledge Holders and Youth, as well as the L&R Coordinator.

Term: Contract, Part-Time (12 months)
Hours of Work: 24 hours per week, Monday – Friday, with flexibility to work on weekends and evenings
Location: Matachewan First Nation and surrounding areas
Compensation: $24.00 - $26.00/hour
Start Date: As soon as possible

Areas of Responsibility
- Plan for implementing community engagement activities to identify and resolve lands challenges and goals that should be addressed in a Land Use Plan.
- Consult with community members about goals and actions to be taken to complete the Comprehensive Community Plan.
- Support the implementation of the new Land Use Plan for the reserve, including development and application of a development permitting system.
- Collaborate effectively with other MFN staff and technical advisors.
- Other related duties as assigned.

Requirements
- An interest, diploma, certificate or degree in land, environment, or natural resources fields such as geography, land planning, social-science, community development, natural resources management, geographic information systems is preferred.
- An interest and respect for Indigenous cultures, engagement and community development.
- Familiar with and proficient using Microsoft Office (Word, Excel, PowerPoint).
- Willingness to learn GIS mapping.
- Excellent oral and written communication skills.
- Time management and ability to work well in teams and independently.

Requirements (cont.)
- Knowledge of and/or or demonstrated interest in MFN history, culture and values.
- Accepted recent Criminal Record and Vulnerable Sector Check
- Valid Ontario Class G Driver's License.

How to Apply

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