



# AGNICO EAGLE

Community Relations Coordinator

TIM00073

## **WHAT DOES AGNICO EAGLE VALUE?**

At Agnico Eagle, our values never waver. We believe in trust, respect, equity, family and responsibility. Why? Because they express who we are, and they have helped us succeed in business for over 60 years. We value **you** – your unique set of skills and experience. We value your willingness to build those skills and make a meaningful contribution to our company. And, we value your commitment to treat every person on our team with respect, helping us to operate safely, protect the environment and make a positive contribution to our local communities.

## **ABOUT OUR OPERATION**

Want to learn more about our operations? [Click here!](#)

In compliance with the Accessibility for Ontarians with Disabilities Act, Agnico Eagle Mining (AEM) is committed to providing accommodation for people with disabilities. Accommodation is available, upon request, for candidates participating in the recruitment process.

## **YOUR NEXT CHALLENGE:**

Reporting to the Supervisor of Community Relations, you will be part of the Community Relations Department. You will ensure that the goals and objectives are achieved while promoting and respecting Agnico Eagle's values, Health & Safety Code of Conduct and the environment.

- Support operations, projects and exploration related to community relations and communications, providing consistency in Ontario;
- Support the development and implementation of plans, actions and activities that address needs and risks associated with Community Relations;
- Proactively identify and communicate to your team any potential risks and potential mitigation options;

- Document engagement and consultation activities in support of regulatory permits and approvals;
- Support implementation of commitments with Partner Indigenous Nations in conformity with internal guidelines and key performance indicators;
- Maintain records of engagement and consultation through Borealis;
- Prepare engagement summaries for participation events, consultation summaries for regulatory processes;
- Support the Community Relations grievance management process and timely response to inquiries;
- Prepare information needed to produce various internal and external reporting requirements;
- Participate in meetings and events, which requires overnight travel to communities and mine sites;
- Coordinate meetings and events, including scheduling and logistics, and provide support for community-hosted events;
- Support Social, Economic and Well Being research, assessments and monitoring activities aligned with commitments, permitting and approvals, community investments, donations, and sponsorships;
- Support the Community Relations team in the achievement of regional and corporate objectives;
- Provide input towards strategies, standards, agreements and programs that promote positive community relations and advance relationships;
- Collaborate with environment, human resources, procurement, communications, and other internal functions to implement the company's community relations strategies and procedures;
- Continually seek opportunities to grown and enhance your skills that support your role and Community Relations team.

## WHAT YOU NEED TO SUCCEED

- University degree in social sciences, humanities, communications, Indigenous studies, environmental or related field of study. Graduate level education is considered an asset;
- Minimum of three (3) to five (5) years of relevant experience and at least two (2) years of progressive experience working collaboratively with Indigenous Nations;
- Experience working in the mining industry is considered an asset;
- Must have a valid driver's license and be able to travel throughout Ontario;
- Must demonstrate negotiation skills, sharp judgment, and be able to prevent and resolve conflicts;
- Bilingualism with French, Cree, Algonquin and/or Anishinaabe is considered an asset;
- Lived experience and understanding of Indigenous Peoples and Northern Ontario considered an asset;
- Must be able to work flexible hours, overnight and travel included;
- Excellent working knowledge of all Microsoft Office Suite applications especially Outlook, Excel, Word & PowerPoint.

### Your Work Schedule:

- **Schedule:** 40 hours per week, from Monday to Friday, with some evenings and weekends to accommodate community-specific availability and preferences;
- **Note:** There are three separate vacancies for this role, each based in a different location;
- **Locations:**
  - Upper Beaver: Dobie, ON;
  - Ontario Regional: North Bay, Kirkland Lake, or Timmins. Hybrid work schedule possible (office and telecommuting);
  - Detour Lake: Timmins, with frequent on-site presence at Agnico Eagle's Detour Lake Mine for overnight stays. Hybrid work schedule possible (office and telecommuting).

- **Application Instructions:** Please specify the location you are interested in when applying by answering the prescreening question.

**Job:** Community Relations

**Primary Location:** Ontario-Timmins

**Other Locations:** Ontario-Dobie, Ontario-Kirkland Lake, Ontario-Cochrane, Ontario-North Bay

**Organization:** Agnico Eagle Mines

**Schedule:** Full-time

**Shift Schedule:** 5/2

**Employment Type Code:** Salaried

**Posting End Date:** Feb 1, 2025, 11:59:00 PM

[Click Here to Apply](#)