



# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

Lac La Ronge Indian Band (LLRIB) is seeking a highly skilled individual for the following position:

### LANDS AND RESOURCES COORDINATOR OPEN COMPETITION

The Lands and Resources Coordinator coordinates and assists the LLRIB to respond to government consultation notifications related to duty to consult and accommodate matters. Work is completed at the direction of the LLRIB Lands & Resources Management Board (LRMB).

#### Duties:

- Coordinate and make preparation for Lands & Resources Management Board (LRMB) meetings;
- Provide a monthly report on all consultation and engagement files and matters relating to Lands & Resources Management Board (LRMB) business;
- Coordinate Lands & Resources Management Board (LRMB) committee participation on consultation and engagement files and on matters relating to LRMB business and/or attend meetings on behalf of LRMB committee members;
- Facilitate government consultation and industry engagement with the LRMB, LLRIB communities, band members, and Chief and Council;
- Serve as a point of contact for LLRIB band members with concerns relating to lands and resource management (off reserve);
- Complete background research, including desktop studies, project screenings, interviews, etc., in collaboration with Canada North Environmental Services;
- Provide monthly budget updates to the LLRIB Executive Director, and annual updates to the LRMB;
- Locate additional funding sources and obtain funding;
- Provide a monthly report to the Chief and Council on items referred to by the LRMB; and
- Prepare communications, press releases, and briefing notes for Chief and Council;

#### Minimum Requirements:

- Degree in Resource/Land Management, Native Studies, Law and Policy or related discipline;
- Experience in project management and land use planning;
- Experience in conducting research, making presentations and writing reports;
- Experience working with elders and traditional land users, knowledge of Woodland Cree culture;
- Excellent organizational, analytical, planning and policy development skills;
- Valid Driver's License and ability to travel to remote locations in northern conditions;
- Excellent oral and written communication skills;
- Excellent computer skills.
- The ability to speak/understand Woodland Cree is an asset

**Date of Posting: March 7<sup>th</sup>, 2018**

**Deadline for Applications: March 21<sup>st</sup>, 2018**

Submit **cover letter** and **resume** including three (3) **references excluding Chief and Council, one from your current or most recent Employer**, to:

Human Resource Office  
Lac La Ronge Indian Band  
Box 480  
La Ronge, Saskatchewan  
S0J 1L0

Fax: (306) 425-2170  
E-mail: ([hrinfo@llrib.ca](mailto:hrinfo@llrib.ca))

**Or Please apply online through LLRIB Job Portal : <https://llrib.bamboohr.co.uk/jobs/>**

In the cover letter, please indicate permission to contact references.

***LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised applications received without the proper documentation may not be considered.***