



CHIPPEWAS OF KETTLE AND STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: FIRST NATION ADMINISTRATION
POSITION TITLE: CONSULTATION OFFICER
REPORTING PROTOCOL: REPORTS DIRECTLY TO THE FIRST NATION MANAGER/CEO

POSITION SUMMARY: The Consultation Officer is responsible for responding to internal/external consultation inquiries under the First Nation's 'Consultation and Accommodation Protocol'. Working in close collaboration with Southwind Development Corporation on significant projects proposed and operated by external proponents, they are responsible for developing communication and consultation strategies to inform the community and engage community participation on those projects for responding to issues across the First Nation's treaty and traditional territory that the First Nation's rights and interests. The Consultation Officer will keep an eye on public opinion or particular issues related to the First Nation land claims, external land use planning and business development agreements. They will keep abreast of local major developments and utilize the communication strategies to address critical issues such as renewable energy (e.g., wind turbines), oil and gas, mining, and forestry development, among others.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- College diploma or University degree in Communication or Public Relation or in a relevant field from a recognized educational institution.
- Basic Business is an asset
- Minimum of two years' experience working in a related field.
- Knowledge of Consultation and Accommodation.

SKILLS & ABILITIES:

- Knowledge of the 'Duty to Consult' legislation, Federal/Provincial government agencies such as energy, environment and the private sector.
- Strong Communication background and policy analysis
- Excellent Computer skills/competency in Microsoft Office and data-base applications and the ability to effectively use internet search engines.
- An awareness of the Federal and Provincial environmental assessment process.
- Excellent Human Relations/Public Relations skills essential
- A strong knowledge of CKSPFN's history/culture and current issues, in addition to a basic knowledge of First Nations located within our traditional territory or a good working knowledge of the community culture, customs and a thorough understanding of the issues facing the community.
- Ability to work with and understand and manage budgets.
- Ability to read and interpret maps.
- Proficient in communication verbal, written, presentation/facilitation and research skills.

- Ability to handle multiple responsibilities in a professional manner.
- Ability to acquire and understand new concepts as related to Consultation and Accommodation.
- Ability to work independently and/or with minimal supervision and as a part of a team.
- Ability to maintain confidentiality.
- Willingness to work flexible hours and weekends when necessary.
- Travel and/or overtime may be required as needed.
- Required to have a valid CPIC.
- Leadership and be able to relate effectively to First Nation Staff, Governments and co-workers as well as members of the Kettle & Stony Point community.
- Ability to be Bondable
- Ability to maintain confidentiality at all times
- Must be a self-starter and capable of working with minimal direction with strong organizational and interpersonal skills.
- Must have an excellent level of communication skills, verbal and written
- Must possess a current and valid Driver's License and dependable vehicle.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES
BY APRIL 26th, 2022 AT 4:00PM**

ATTN: Melissa O'Quinn HR Manager – Consultation Officer
Email to: human.resources@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax to: 519-786-2108

A full Job Description is available please call front receptionist: 519-786-2125
 Interviews will be scheduled shortly after the closing date.

**ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS
WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR
THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT**