



P.O. BOX 1178
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Employment Opportunity

POSITION: HUMAN RESOURCES ASSISTANT – FULL TIME
STARTING SALARY: TBD
REPORTS TO: LANDS AND RESOURCE MANAGER
LOCATION: BRUNSWICK HOUSE FIRST NATION ADMINISTRATION

Brunswick House First Nation Band Members are encouraged to apply

OVERVIEW:

Reporting to the Lands and Resource Manager, the Land Code Coordinator is responsible for the efficient and effective management and administration of the Framework Agreement processes, and for keeping the Tribal Administrator current and up to date on all aspects of assigned duties and responsibilities in a timely and professional manner.

DUTIES AND RESPONSIBILITIES:

- Administer the Brunswick House First Nation Land Code and development of Land Use Plan and related policies and procedures to regulate land use and to obtain the highest benefit of land use for our citizens
- Take the lead on establishment of the Brunswick House First Nation Lands Code Committee
- Take lead on the development of a Land Use Plan under the Land Code
- Recommend amendments to the Brunswick House First Nation Land Code as necessary
- Ensure administrative measures and controls are developed to meet the requirements of Brunswick House First Nation and clients by monitoring and evaluating the efficiency of services under the Land Code
- Provide statistical reports on land use activities
- Act as the lead individual in the development of the Community Land Use plan, Matrimonial Real Property Law, and other laws, and policies related to lands



- Provide advice to Council, Land Code Committee, Lands Manager and Citizens on lands and resource related issues
- Ensure land use data is collected for use in preparation of comprehensive plan and development of zoning regulations
- Develop and review Brunswick House First Nation land laws relative to the Land Code and forward to Chief & Council for review and approval
- Prepare and draft briefing notes, long range plans and other special projects as requested

QUALIFICATIONS:

- Post-Secondary School Diploma or degree in Administration, Community Planning, Lands and Resource Management; and 3 years relevant experience; or a combination of education, training or work experience which Brunswick House deems to be equivalent
- Successful completion of the Lands Management Certificate Program or similar courses in an accredited program preferred
- Must provide a clear CPIC Valid Class G Driver's License and own vehicle

Interested applicants please send a cover letter and resume by **December 20th, 2024.**

ATTN: Human Resources
P.O Box 1178,
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Or
Email: humanresources@bhfn.ca