Employment Opportunity
Natoaganeg First Nation

Position Title: Lands Management Intern
Program: Natoaganeg Community Development
Salary: $20.00-$22.00/hr, based on education and experience
Hours of Work: 75 hours bi-weekly
Status: Full-time, One Year

Scope of Position

Under the direction of the Director of Community Development, the Land Management Assistant provides administrative, clerical, and operational support for Natoaganeg Land. This role assists with land records, meetings, community engagement, and coordination of Land-related projects.

Responsibilities

- Maintain filing systems for land records, permits, surveys, maps, and correspondence.
- Assist with scheduling, calendars, and committee communications
- Coordinate and prepare agendas, packages and notifications for Lands Committee.
- Assist with planning and coordinating land-related workshops, information sessions and community meetings.
- Prepare notices and communication materials for distribution.
- Participate in site visits or inspections as required.
- Assist with projects such as land surveys, environmental monitoring, etc.
- Assist in the development of land use plan
- Support the protection of land, water, and natural resources.
- Help develop, implement, and apply land policies and procedures, while monitoring land use activities for compliance and reporting any concerns

Qualifications and Experience

- Office environment with occasional fieldwork or site visits
- Occasional evening or weekend meetings or workshops
- Interaction with community members, leadership, and external agencies.
- Must be able to work independently and be motivated to achieve desired outcomes.
- Experience with Microsoft Office platform. (word, excel, outlook, etc)
- Priorities change often and quickly in this position, and the candidate must be flexible and willing to change role or responsibilities as required.
- High school diploma or GED
- 18 – 30 years of age
- Out of school
- Unemployed
- Underemployed

Other Requirements

- Successful Criminal Record Check
- Valid driver's license and reliable transportation.
- Ability and willingness to travel locally, provincially and nationally as required.
- Professional Development – willing to take training and continually update qualifications and knowledge

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Natoaganeg Band Members. (R.S.C 1985, c H-6, s 16 (1-3)

Interested applicants should submit a resume demonstrating the required qualifications and competencies for the position. Please clearly reference competition **2026-CD-03repost** and forward your application to **Careers@NatoaganegFirstNation.ca** on or before **November 27th, 2026.**

While we thank all who have applied, only those selected for an interview will be contacted.