



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705)864-1760

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Notification and Referrals Handling Officer - NRHO</b>
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	The Chapleau Cree First Nation is seeking a highly motivated individual who will help with the Lands and Resources Department.
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ A degree or diploma in natural resource management preferred; others will be considered where transferrable skill sets exist.</li><li>✓ First Aid and AED Certification</li><li>✓ Valid G driver's license</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>✓ Proficient in Microsoft Office software.</li><li>✓ Ability to lead coordination of community presentations.</li><li>✓ Comfortable public speaking and engaging in interviews and conducting fact finding calls and researching.</li><li>✓ Ability to manage web site software.</li><li>✓ Ability to develop strategic recommendations and plans is also an asset.</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Processing Notifications and Referrals related lands, resources and environmental information.</li><li>✓ Prepare Briefing Notes for Chief and Council</li><li>✓ Prepare presentations for Community.</li><li>✓ Develop and utilize Consultation Protocol</li><li>✓ Liaise with CCFN staff - Band Administrator, Economic Development Officer and Finance to effectively budget and manage the consultation processes.</li><li>✓ Ability to travel and attend meetings on behalf of CCFN which requires personal vehicle - remuneration for travel provided.</li></ul>
<b>Wage:</b>	To be negotiated
<b>Closing Date:</b>	Open until filled

**Individuals are invited to submit their application, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON P0M 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**We thank all applicants, but only those selected for an interview will be contacted.  
First Nation individuals and CCFN band members are encouraged to apply!**