



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Lands Clerk

Posting Type: Internal

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: April 20, 2025 at 11:59 pm

Tentative Interview Date: April 21-25, 2025

Salary Range: \$46,410-\$51,610

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

Under the direct supervision and training of the Lands Manager, the role of the Lands Clerk is to effectively assist with the daily clerical and administrative work functions of the Hiawatha First Nation Lands Program. The Lands Clerk will assist in maintaining and processing records as required by the Indian Act, working with Indigenous Services Canada. The Lands Clerk also works with such legislation as MRP, FNLMA Act and SAR Acts. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting and Relationships:

This position will report to the Lands Manager. This position will have no direct reports; however, this may change from time to time based on specific projects related to the Lands Department.

This position will have to interact with other internal departments, government agencies, political-territorial organizations and citizens of Hiawatha. This position will have to sit on committees as directed by the Lands Manager, Executive Director or Council or as required based on the duties of this position.

Main Responsibilities

- Assist with meeting the objectives of the Hiawatha Lands Program initiatives related to the use, occupancy and possession of Hiawatha First Nation and the division of interests in that land
- Assist the Lands Manager with the development and support of a Land Code in accordance with the Framework Agreement and the First Nation Land Management Act (FNLMA)
- Provide clerical and administrative support for all aspects of the Lands Program
- Attend meetings and training events related to the Lands Program
- Assisting the Lands Manager in monitoring land leases, including but not limited to, rent reviews, fees, assignments, working with realtors and lawyer
- Establishing and maintaining relationships with all internal and external stakeholders
- Create proposed budgets using projections and work within a balanced budget including variance reporting on a regular basis and when requested while adhering to all HFN policies and procedures
- Monitoring the budget throughout the year; watching for posting errors and advising the Finance Manager if there are budget adjustments required and providing variance reports on a regular basis and when requested
- Preparing reports for the Lands Manager, Executive Director, Council, funders, committees or other agencies as required
- Prepare, verify and process requisitions for expenses in the department (i.e. payments to vendors)

- Preparing proposal submissions, budgets for projects, etc.
- Adhering to all HFN policies, procedures and values, while working toward overall organizational goals
- Working within the Indian Act, Real Matrimonial Property Act, First Nation Land Management Act and other legislation and agreements as required
- Maintaining accurate records and up to date files and ensuring security of those files in accordance with appropriate legislation
- Handling all incoming and outgoing communication (mail, voicemail, calls and email) ensuring all are processed in a timely manner, consistent with providing service excellence
- Working with co-workers in a positive and effective manner on various initiatives as required
- Being a part of committees and working groups in areas that are relevant to lands or as requested by supervisor or Council (i.e. Williams Treaty committee, capital planning committee, etc.)
- Other duties as assigned

Requirements:

- Post-Secondary Diploma in Business or Public Administration preferred; or
- Degree in Environmental Studies, or another relevant field an asset or
- Diploma in relevant field and willingness to obtain PLMCP certification Level 1 & 2 required;
- Minimum two years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Geographical Information System training an asset
- Experience in a First Nations setting preferred
- Willingness to take ongoing training to stay current in the field
- Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, ILR, Netlands, GIS, HP Plotter, etc.)
- Experience with common office equipment and working in an office environment
- Able to read GIS maps, reading surveys, other map types
- Knowledge and understanding of Species at Risk Act, Matrimonial Real Property Act, Wills and Estates, First Nation Land Management Act
- Working knowledge of Indian Lands Registry System an asset
- Ability to deal with clients using utmost tact and diplomacy
- Proven problem identifying and problem-solving skills
- Knowledge of codes, legislation and programs as they relate to a First Nation
- Knowledge of Indigenous histories (i.e. residential school, sixties scoop, colonization & impacts)
- Ability to work within tight deadlines
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to liaise with stakeholders
- Ability to advocate for clients
- Ability to speak to groups

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Personal Effectiveness
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic

- 🌸 Demonstrate keen attention to detail
- 🌸 Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- 🌸 Extended periods of sitting with moderate periods of concentration
- 🌸 Local travel with some extended travel from time to time
- 🌸 Interaction with employees, management and the community
- 🌸 Required to go to field sites from time to time with unknown terrain
- 🌸 May have to deal with upset clients from time to time
- 🌸 Occasional overtime or requirement to work in the evenings and/or weekends

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator

By email: hr@hiawathafn.ca

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ex.209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- 🌸 *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- 🌸 *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- 🌸 *Late applications will not be considered*
- 🌸 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- 🌸 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.