



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Land Use Coordinator
Location:	Sheguiandah First Nation
Accountability:	Director of Operations/Lands Manager
Employment Status:	Fixed-Term Contract (Renewal is contingent upon funding)
Hours of Work:	Administration Hours (8:30am-4:30pm)
Preferences:	Person of Indigenous decent/Sheguiandah First Nation Band Member
Compensation:	\$27.47 Hourly Rate
Tentative Start Date:	ASAP

Position Summary

The Land Use Coordinator is responsible for supporting the planning, management, and administration of Sheguiandah First Nation lands and resources. This position assists in developing and implementing land use plans, maintaining land records, coordinating community engagement, and ensuring land-related activities align with community priorities, policies, and applicable legislation.

The Land Use Coordinator plays a key role in balancing sustainable development, environmental stewardship, and community interests.

Essential Functions

- Assist in the development and ongoing updating of the community land use plan, while reviewing land use requests and supporting related planning projects and studies.
- Maintain accurate land records, files, and maps, and assist with land allotments, leases, permits, and other transactions to ensure all documentation follows applicable policies and regulations.
- Organize and support community meetings and consultations by gathering input from members and Elders and sharing clear information about land use plans and projects.
- Support the protection of land, water, and natural resources by assisting with environmental reviews, monitoring activities, and promoting sustainable land use practices.
- Help develop, implement, and apply land policies and procedures, while monitoring land use activities for compliance and reporting any concerns or issues.
- Work collaboratively with government agencies, consultants, and other partners, and attend meetings or represent the community as required.
- Prepare reports and updates for leadership, maintain organized project and land files, and assist with funding applications and reporting requirements.
- Complete additional duties as assigned.



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Qualifications:

- Diploma or Certificate in Land Use Planning, Environmental Studies, Geography, Natural Resources Management, or a related field.
- Equivalent combination of education, training, and experience may be considered.
- 2–5 years of experience in land use planning, land administration, or resource management.
- Experience working with First Nations communities or organizations preferred.
- Knowledge of Indigenous land management frameworks (e.g., Framework Agreement on First Nation Land Management) is an asset.
- Valid Ontario Class "G" Driver's Licence.
- Current First Aid and CPR certification, or willingness to obtain.
- Willingness and ability to travel when required.
- Knowledge of the Sheguiandah First Nation organization and programs.
- Ability to prioritize tasks with minimum supervision.
- Professional, responsive and positive work attitude.
- Criminal Reference Check (CRC) required (Current 30 days, original or certified copy).

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Land Use Coordinator

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.