EMPLOYMENT OPPORTUNITY
CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

PROGRAM AREA: Lands Department
POSITION TITLE: Lands Environmental Assistant
REPORTING PROTOCOL: Reports to the Lands Manager or Designate

POSITION SUMMARY:

The Lands Assistant supports and carries out the day-to-day operations of the Lands Department for Kettle & Stony Point First Nation, ensuring the efficient and effective administration of land-related processes. Working under the direction of the Lands Manager, the position is responsible for coordinating and administering land matters, maintaining accurate records, responding to community inquiries, and supporting departmental projects and initiatives.

The Lands Assistant is expected to manage assigned responsibilities independently, communicate regularly with the Lands Manager regarding ongoing work and outstanding matters, and ensure tasks and projects are completed in a timely, accurate, and professional manner. The position also contributes to Lands and Environmental programs through project coordination, recordkeeping, stakeholder engagement, and other related activities as required.

WAGE: $24.14/HOUR STARTING RATE

KEY RESPONSIBILITIES:

- Support the Administration of leases, cottage sales, land transfers, and other land related matters;
- Maintain accurate land records, files, and documentation;
- Research and analyze information with attention to detail;
- Respond to community inquiries and assist with communication and follow up on land related matters;
- Maintain knowledge of relevant legislation, governance frameworks, policies, and procedures, including the Indian Act, First Nation Land Management Act, Land Management Manual, and First Nation bylaws;
- Provide general administrative support to the Lands Department;
- Liaison with internal and external parties for the First Nation;
- Assist with preparing reports, correspondence, presentations, and other items for presentations and submissions.

ESSENTIAL EDUCATIONAL/ PROFESSIONAL REQUIREMENTS:

- Must possess an Ontario Secondary School Diploma (OSSD) or equivalent;
- Must possess a valid Ontario Class G Driver's Licence and have access to reliable transportation;
- Must provide a satisfactory Criminal Record Check (CPIC);

- Must be willing to work occasional evenings and weekends to support community programming and environmental initiatives;
- Post-secondary diploma or degree in Business/Office Administration/Environmental Studies and/or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills;
- 1 to 3 years' experience in Lands Management is an asset;
- Must be/become familiar with First Nation Land Management Act (FNLMA) and its processes and applications;
- Knowledge of the Chippewas of Kettle & Stony Point First Nation, its traditional territory, history, culture, and community values.

ESSENTIAL SKILLS AND TALENTS REQUIRED:

- Excellent written, verbal, interpersonal, and public relations skills.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong problem-solving and critical-thinking skills, with the ability to identify practical solutions and exercise sound judgment.
- Proficiency in Microsoft Office and database applications; familiarity with the Indian Lands Registry System (ILRS) is an asset, and GIS familiarity is considered an asset.
- Strong research, analytical, and information-management skills, including the ability to prepare reports, proposals, and supporting documentation.
- Ability to work independently with minimal direction and collaboratively as part of a team.
- Ability to maintain confidentiality and professionalism at all times.
- Comfortable speaking in public and supporting workshops, presentations, and community engagement activities.
- Willingness and ability to conduct fieldwork and work outdoors in varying weather conditions.
- Ability and willingness to learn and participate in professional development opportunities.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon successful interview.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – November 10, 2026, BY 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
Enter information on the email subject line:
ATTN: Lands Environmental Assistant
Email to: HR.Kevin.Koniecki@kettlepoint.org

A full Job Description is available: contact HR.Kevin.Koniecki@kettlepoint.org
Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.