



**Position:** Lands and Resources Manager

**Salary:** \$71,502 - \$80,753

**Hours of Work:** 32 hours/week

**Circulation Level:** Level I

**Accountability:** Lands and Resource Director

**Employment Status:** 2-year Succession Plan (Full-time)

**Preferences:** MFN Band Members

**The Lands and Resource Manager will perform the following duties:**

- Analyze financial processes and coordinate programs and services to meet the needs of the organization.
- Evaluate, monitor and develop services including support services.
- Develop, negotiate, and monitor approved financial service agreements.
- Manage effective resolution of service complaints.
- Provide technical advice to the First Nation in the implementation of specific projects related to the forest management plan such as silviculture and forest management work projects.
- Prepare and maintain the Lands & Resources programs, budgets and progress reports and ensure necessary project records are created for completed projects.
- Assist in finalizing and managing the Forest Management Plan, Land Code, draft Land Use Plan and any other laws/policies as deemed necessary to preserve and protect lands, natural resources and the Environment Management Plan.
- Coordinate and prepare reports for monthly meetings with the Lands and Natural Resources Committee and other Managers within MFN.
- Develop and implement process for community consultation and decision making that can maximize community participation in lands and resource management for Mississauga First Nation, that will lead to consultation and accommodation of benefits on all Natural resource facets of provincial and federal government as they relate to Aboriginal Treaty Rights.
- Carries out all responsibilities of the Lands and Resources Program as set out in the Mississauga First Nation Land Code and MFN.
- Assist with Consultations with various Proponents on all matters in projects, policies and Aboriginal Harvesting rights, MNRF Interim Enforcement Policy as they relate to the Lands & Resources.
- Reviews and processes land lease agreements (residential, commercial, retail, industrial agreements), subleases, permits, rights of way, additions to reserve proposals, allotments, transfers, mortgages etc., and other legal documentation pertaining to Mississauga First Nation Reserve lands.
- Provides guideline information as to the process for a proponent to register a lease or permit on reserve lands.
- Oversees registrations in the First Nations Lands Registry System and Land Registry searches for membership and clients.
- Communicates with lessees and Band membership on land and land use issues, and with trustees, executors, and solicitors on land disposition.
- Assists and provides information to Chief and Council on land and land use issues.
- Ensure completion of administration tasks as required.
- Prepare reports, briefing notes and correspondence as required.
- Prepared an annual work plan and monthly report to supervisor
- Develop comprehensive annual budgets.
- Coordinate budget development and review process.
- Monitor budgets, contracts and agreements and develop a system to track expenses.
- Prepare detailed financial and project reports.
- Ensure fiscal responsibility of the organization.
- Negotiate with government agencies for funding in collaboration with the Lands & Resources Director.

**The Lands and Resources Manager will possess the following qualifications, skills, experiences, and attributes:**

- Post-secondary degree or diploma in Sciences and Natural Resources, Environment, Forestry/Lands Technician.
- Experience writing proposals, policies, procedures and financial reports.

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**WALKING IN BALANCE**

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.

- Experience working with Aboriginal people, organizations and communities, management and financial accounting experience. Knowledge and sensitive to cultural practices and traditions in the workplace.
- Proven ability to establish and maintain respectful relationships with council, other community services, committees and external government and non-government agencies.
- Excellent communication, motivation, leadership and interpersonal skills.
- Ability to prepare, write and format reports, statements, evaluations and proposals.
- Strong leadership skills and management skills.
- Excellent financial management and analysis skills.
- Excellent conflict resolution and problem-solving skills.
- Excellent and effective oral and written communication skills
- Excellent computer skills with MS Office software and office equipment.
- Ability to work independently and within a team environment.
- Ability to facilitate team and maintain a multi-disciplinary team environment.
- Ability to take initiative, meet deadlines and work flexible hours.
- Strong interpersonal and influencing/negotiation.
- Be honest, trustworthy, and respectful.
- Possess a calm demeanor in responding to customers.
- Demonstrate sound work ethics.
- Must provide clear Vulnerable Reference Check from the Canadian Police Information Center (CPIC).
- Must have valid Class "G" Ontario Driver's License and be able to travel
- Knowledge of Occupational Health and Safety Act, as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.
- Ability to handle stressful situations; strong organizational, time management skills.
- Ability to take initiative and work independently; ability to meet deadlines and work flexible hours.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Marked: **CONFIDENTIAL**  
**EMAIL:** [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com) **FAX:** 705-356-1740  
**Deadline: June 4, 2025**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***

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