



Wahnapiatae First Nation

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JOB POSTING

Job Title: Special Projects Coordinator – Land Code & Claims Projects

Location: Wahnapiatae First Nation (WFN)

Term: 3-year contract, with possibility of extension

Reports To: Lands Director

Salary Range: \$37.00-\$57.40/hour

NATURE AND SCOPE OF POSITION:

The Special Projects Coordinator is accountable for the successful planning, coordination, management, and implementation of WFN Land Code development and enactment process, and for leading and managing all phases of Provincial and Federal Claims initiatives. They will also be accountable for overseeing Impact Benefit Agreement negotiations. This role is critical to advancing WFN's self-determination and enhancing its land base and governance framework.

Reporting to the Lands Director, the Special Projects Coordinator will be responsible for the day-to-day leadership and oversight of WFN's Land Code, Claim projects and IBA negotiations. This is a project-based role requiring a high degree of initiative, strategic thinking, and meticulous coordination with internal WFN departments, Chief and Council, community members, legal counsel, consultants, and various levels of government (federal and provincial). The coordinator will ensure these complex projects are managed effectively, adhere to all legal and regulatory requirements, align with WFN's strategic goals, incorporate community input, and respect WFN's traditional knowledge and values.

SPECIFIC RESPONSIBILITIES:

Land Code Implementation:

- Lead and manage all aspects of the WFN Land Code development, consultation, ratification, and implementation process, following the Framework Agreement on First Nation Land Management (FNLMA) or other applicable methods.
- Develop and execute comprehensive project work plans, timelines, and budgets for Land Code initiatives.
- Coordinate and facilitate extensive community consultation, engagement, and education sessions regarding the Land Code to ensure member understanding and provide input.
- Act as the primary liaison with legal counsel, FNLM Resource Centre representatives, Indigenous Services Canada (ISC)/Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) officials, and other relevant parties involved in the Land Code process.
- Support the drafting, review, and community validation of WFN Land Code outcomes including associated land laws, and operational policies and procedures.
- Coordinate the Land Code ratification vote processes when required, ensuring transparency

and adherence to all requirements.

- Develop and assist in delivering training programs on the new Land Code and its implications for WFN staff, leadership, and community members.
- Ensure the Land Code framework aligns with and supports the WFN Land Use Plan and other community strategic plans.

Claims Work:

- Lead and manage all stages of ATR and Claims projects, from initial identification and feasibility to Order in Council granting reserve status.
- Develop and manage each ATR and Claim initiative's comprehensive project plans, budgets, and timelines.
- Coordinate all activities related to ATR and Claim submissions, including land surveys, environmental site assessments, title research, legal descriptions, and consultations with relevant government agencies (federal, provincial, municipal).
- Liaise effectively with ISC/CIRNAC, provincial government ministries, and other stakeholders involved in the ATR and Claim process.
- Oversee the preparation and submission of all required documentation for ATR and Claim applications, ensuring accuracy and completeness.
- Facilitate community consultation and engagement throughout each ATR and Claim process, ensuring transparency and that decisions are based on member input.
- Support land claim negotiations or other processes that may lead to ATR opportunities.
- Ensure the effective integration of newly acquired lands into WFN's land management framework.

IBA Negotiations Coordination:

- Coordinate all phases of IBA negotiations, from pre-negotiation planning through to agreement finalization
- Develop and maintain negotiation work plans, timelines, and deliverables
- Organize negotiation sessions, including logistics, agendas, and briefing materials
- Ensure leadership and negotiation team members are prepared with relevant information
- Conduct research on comparable IBAs, industry standards, and best practices
- Act as the liaison between the First Nation and external advisors (legal counsel, environmental experts, financial analysts)
- Coordinate the review of draft agreement language and track revisions
- Ensure all technical inputs (environmental, economic, cultural) are integrated into negotiation positions
- Maintain version control of negotiation documents and agreements
- Support community consultation processes to inform negotiation priorities
- Assist in securing and managing negotiation funding

General Project Management & Coordination:

- Develop detailed project charters, scope statements, objectives, deliverables, and performance metrics for all assigned special projects.
- Effectively manage project resources, including consultants and contractors, ensuring deliverables are met on time and within budget.
- Identify project risks, develop mitigation strategies, and address issues as they arise.
- Prepare and present regular, comprehensive progress reports, briefing notes, and recommendations to the Lands Director, Chief and Council, and the WFN community.
- Ensure all project activities are conducted in accordance with WFN's Guiding Principles, which include respect, stewardship, sustainability, transparency, innovation, accountability, and self-determination.

- Foster collaborative working relationships with all internal and external stakeholders.
- Maintain comprehensive project documentation, records, and files.

QUALIFICATIONS:

- University degree in Project Management, Indigenous Studies, Land Management, Public Administration, Planning, Law, or a closely related field.
- A minimum of five (5) years of demonstrated experience successfully managing complex, multi-stakeholder projects, with direct experience in leading First Nation Land Code development/implementation and/or Additions to Reserve processes being preferred.
- In-depth knowledge of First Nations land governance, the Indian Act provisions related to land, the Framework Agreement on First Nation Land Management, and federal/provincial ATR policies and procedures.
- Proven experience in designing and implementing effective community engagement and consultation strategies within First Nations communities.
- Strong understanding of relevant federal and provincial legislation, regulations, and policies impacting First Nations lands and resources.
- Excellent project management skills, including planning, execution, monitoring, risk management, and reporting.
- Exceptional communication (written, verbal, and presentation), facilitation, and interpersonal skills.
- Demonstrated ability to interpret complex legal and technical documents.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Project) and familiarity with virtual meeting platforms.
- Valid Class G driver's license and access to a reliable vehicle for travel as required.

ASSETS

- Experience working with First Nation organizations or First Nations communities
- A professional designation in Project Management (PMP) or a related field.
- Legal training, paralegal certification, or experience working directly with legal counsel on First Nation land matters.
- Experience in land use planning, policy development, or by-law development in a First Nation context.
- Familiarity with WFN's history, culture, values, traditional territory, and community priorities.
- Knowledge of Anishinaabemowin language.
- Experience in grant writing, proposal development, and managing contribution agreements.

WORKING CONDITIONS

- Full-time, 35 hours per week
- Primarily an office environment located at WFN.
- Regular requirement to attend meetings within and outside the community; some travel may be necessary.
- Frequent evening and/or weekend work will be required to accommodate community consultation meetings and engagement events.
- High-pressure environment with competing demands and firm deadlines.

ADDITIONAL CONSIDERATIONS

- WFN is an equal-opportunity employer and encourages applications from all qualified candidates.
- Preference may be given to qualified First Nations applicants.
- A satisfactory Criminal Record Check may be required.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietaefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest; however, only those interviewed will be contacted.