**Montana First Nation – Employment Opportunity**

**Job Title: CONSULTATION MANAGER**

**Closing Date: NOVEMBER 20, 2020**

The Montana First Nation (MFN) is seeking a highly motivated individual experienced in handling land use and consultation management duties and responsibilities to support Chief and Council and Administration in the development and delivery of services to achieve the community vision. The Consultation Manager must have knowledge of Treaty Rights, Resource Development and First Nation issues and impacts. Must have knowledge of Duty to Consult and Traditional Land Use. Under the direct supervision of the Chief Operating officer and reporting to the Montana First Nation Chief and Council and CEO, the Consultation Manager is responsible for the planning for the growth and development, administration, management, evaluations and implementation of all aspects, activities and initiatives pertaining to resource development Consultation within the Montanan First Nation traditional territory and MFN Lands.

Duties and Responsibilities:

1. Liaise, assist, advise and collaborate with the Montana First Nation Chief and Council and Administration on matters pertaining to the Consultation program policies and operations, ensuring there is an efficient and effective flow of communication between Chief and Council, Administration, Industry and community, and informing Chief and Council of any changes, issues proposed, etc., affecting the Treaty Right to Consultation and other impacts on the Treaty
2. Develop annual work plans and budgets for the Consultation office, and updating as necessary
3. Prepare briefing notes, background information, recommendations, monthly reports and other required documentation for the Chief and Council and CEO
4. Reviewing all incoming correspondence formulating proper responses and recommendations, including interpreting and providing information to Chief and Council on emerging government policy regarding Consultation and Traditional Land Use
5. Participation in the development and implementation of goals and objectives of the Consultation and Lands Management activities in collaboration with the Montana First Nation
6. Must be able to work with flexibility in a very high paced environment, developing communication strategies, community strategies, engaging the community, and developing presentations regarding consultation as required
7. Excellent organizational skills and time management skills needed in carrying out the recommendations and priorities of the Chief and Council, Elders, Administration and community
8. Assisting with the promotion and facilitation of industry strategic alliances with Industry, provincial and federal relationship enhancement and other First Nations organizations and stakeholders, including establishing and maintaining new relationships
9. Research and gather information to determine impact on traditional use and Montana First Nation interests
10. Implement, monitor and measure items in cooperation agreements, MOUs, letters of agreements, etc.
11. Create a comprehensive listing of all companies and government organizations and stakeholders that operate within the Montana First Nation traditional territory
12. All other duties as required for the operations of the Consultation and Lands Management department

Qualifications:

1. Completion of post-secondary degree in Native Studies, Anthropology, Sociology, Business Management, Resource Development, Land Management or related discipline is an Asset
2. Post Secondary Diploma in a related field with a minimum of 3 (three) years working for First Nation in a similar role
3. Knowledge and understanding of First Nations pertaining to Treaty Rights
4. An understanding of the Montana First Nation Cree culture, language, customs and traditions an asset
5. Knowledge of Consultation required, and understanding of Lands Management in relation to the needs, issues, concerns and policies impacting First Nations.
6. Must be willing to travel, possess a valid driver’s license and own or have access to a reliable vehicle
7. Must possess excellent written and oral communication skills
8. Must be able to work independently and as a team player
9. Willingness to work after hours and/or weekends when required to meet the demands of the consultation office
10. Must have supervisory skills and experience
11. Must possess strong public relations and networking skills
12. Knowledge and understanding of the Cree language is an asset
13. Practical experience in financial planning,
14. Budget management and proposal writing skills required

**APPLICATION DEADLINE: FRIDAY, NOVEMBER 20, 2020 at 4:00pm**

**Note: Application Screening Process will be administered. Only those selected will be contacted for a personal interview. Montana First Nation thanks all applicants for their interest.**

Submit Resume, Cover Letter, Criminal Record Check and 3 Employment References to:

Montana First Nation Personnel Office

PO Box 70, Maskwacis Alberta, T0C 1N0

Phone: 780-585-3744 ext. 226 Fax: 780-585-3264

Email: [info@montanafirstnation.com](mailto:info@montanafirstnation.com)