

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title: Consultation Manager**

**Department: Consultation Department Montana First Nation Administration**

**Closes: WHEN A SUITABLE CANDIDATE IS FOUND**

Montana First Nation is seeking a highly motivated individual experienced in handling Consultation management duties and responsibilities to work as the Consultation Manager. Reporting to the Band Administrator, the incumbent will be required to support Chief and Council and the Administration in the development and delivery of services to achieve the community vision. The Consultation Manager must have knowledge of Treaty Rights, First Nation issues, a detailed knowledge of Duty to Consult and its impacts on Traditional Land Use. Under the direct supervision of the Band Administrator and reporting to the Montana First Nation Chief and Council and Band Administrator, the Consultation Manager is responsible for the planning, development, administration, management, evaluations and implementation of all aspects, activities and initiatives pertaining to Resource Development Consultation on Montana First Nation Traditional Lands and sustainable management of Montana First Nation Lands.

### **Duties and Responsibilities:**

- Liaise, assist, advise and collaborate with the Montana First Nation Chief and Council and Administration on matters pertaining to Resource Development Consultation on Montana First Nation traditional Lands.
- Manage The Resource Development 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 affecting the Treaty Rights of Montana First Nation members as it relates to resource development.
- Develop annual work plans and budgets for the Consultation department and updating as necessary.
- Manage staff and any other professionals who may be working with the Consultation department.
- Prepare briefing notes, background information, recommendations, monthly reports, newsletters and other required documentation for the Chief and Council and Band Administrator.
- 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
- Participation in the development and implementation of goals and objectives of the Consultation department activities in collaboration with the Montana First Nation.
- 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.
- Excellent organizational skills and time management skills needed in carrying out the recommendations and priorities of the Chief and Council, Elders, Administration, and community.
- 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.
- Research and gather information to determine impact on traditional use and Montana First Nation interests.
- Implement, monitor, and ensure follow up on items in Contribution agreements, MOUs, letters of agreements, etc.
- Create a comprehensive listing of all companies and government organizations and stakeholders that interact with the Montana First Nation.
- All other duties as required for the operations of the Consultation department.

### **Qualifications and Requirements:**

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

Please send your **Cover Letter**, **Resume**, **Criminal Record Check**, and **3 Employment References** to:

HR Generalist – Montana First Nation PO Box 70, Maskwacis AB, TOC 1N0 Phone:780-585-3744 ext.247 Fax:780-585-3264

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

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!