



EMPLOYMENT OPPORTUNITY

Position Title:	Lands Director Assistant
Classification:	Full-time permanent (upon successful completion of probation)
Hourly Rate:	\$24.46 - \$25.56 (commensurate with qualifications and experience)
Start Date:	May 2026
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM (or as projects and deadlines dictate)

Magnetawan First Nation is seeking a highly organized and proactive **Lands Director Assistant** to support the Director of Lands in the planning, implementation, and reporting of projects and programs led by the Magnetawan First Nation Lands Department.

This role will focus on administration and coordination and includes assisting the Director of Lands with environmental stewardship initiatives and other projects and programs while ensuring compliance with funding agreements and maintaining community engagement.

QUALIFICATIONS

- Preference will be given to individuals with post secondary training relating to the position
- Experience or willingness to obtain training in administration, First Nation lands management, environmental stewardship, or related fields
- Strong communication, organization, and clerical skills
- Ability to learn technical information and communicate it in a clear, community-friendly way
- Ability to work independently, manage priorities, and support multiple projects at once
- Proficiency with Microsoft Office and general reporting/documentation tools
- Experience in program coordination and financial management would be an asset

Core Competencies

- Strong organizational and time management skills
- Detail-oriented with excellent documentation practices
- Ability to assist and support multiple concurrent projects
- Problem-solving and adaptability
- Ability to file accurately and track records

DUTIES AND RESPONSIBILITIES

Supports the Director of Lands and Resources & Environment Department in all clerical duties of the Department. This includes but is not limited to:

- Assist in the coordination of Lands Committee meetings (contacting members, distributing meeting packages)
- Attending meetings and taking minutes of the various Department meetings
- Maintain filing system for the Department
- Preparing various letters and correspondence to requests from MFN citizens, governments, private sector consultations, other First Nations and the general public
- Assists in the preparation of the Department's newsletters and reports
- Provide support to the Director of Lands on a wide variety of projects, committees, presentations, and general land, resource, and environmental management issues
- Performs other related duties for the Lands, Resources and Environment Department and Lands Committee
- General knowledge/ability to file accurately and track records in order to facilitate efficient retrieval
- Assists in the preparation of the Department's reporting and financial reports

SPECIAL REQUIREMENTS

Confidentiality: The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.

Travel: On occasion, some travel may be required.

Training: The incumbent must be willing to participate in professional training/conferences to develop and maintain knowledge, skills, and expertise necessary to achieve positive results.

A current **CPIC** with a vulnerable sector check is required.

A valid **Ontario Driver's license**.

Clean **drivers abstract**.

How to Apply: Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by mail, hand deliver or email to:

**Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Email: recruiter@magfn.com
Closing date: Thursday April 30, 2026**