

BRANCH OFFICE

Wabun Tribal Council
313 Railway Street
Timmins, ON P4N 2P4
705-268-9066
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**HEAD OFFICE**

Mattagami First Nation
P.O. Box 99
Gogama, ON P0M 1W0
705-894-2072
705-894-2887

MINERAL DEVELOPMENT ASSISTANT

Supervisor:	Executive Director
Hours of work:	Minimum 35 hours per week, Monday to Friday between 8:30 a.m. and 4:30 p.m.
Salary:	To be determined based on qualifications and experience
Orientation:	Six (6) month probationary period

Wabun Tribal Council

Wabun Tribal Council is seeking a committed and detail-oriented professional to provide support to member First Nations throughout the early exploration stages of the mining sequence, including the review and coordination of Mineral Exploration Plans and Permits. This position serves a critical function in ensuring that communities are appropriately informed and supported when mineral exploration activities have the potential to affect their rights and traditional territories.

Working under the supervision of the Executive Director, the successful candidate will assist the Mineral Development Advisor with technical reviews, facilitate communication, and strengthen community capacity related to resource development.

Key Responsibilities

- Coordinate meetings and administrative tasks on behalf of Wabun Tribal Council Member First Nations, including liaising with the Ministry of Mines, industry stakeholders, and third-party organizations
- Assist First Nation communities with reviewing Mineral Exploration Plans and Permits, including providing technical support and guidance
- Support capacity building within communities across all stages of the mining sequence
- Use ArcGIS software to develop mapping products and services for member communities

- Assist in planning, organizing, and sharing opportunities related to resource development within and between Wabun Tribal Council First Nations.

Experience & Skills

- Experience working with First Nation communities, Indigenous organizations, or in a resource development context is an asset.
- Familiarity with Microsoft Word, Excel, Outlook and other related administrative software
- Proficiency/experience with ArcGIS or other GIS mapping software.
- Strong administrative, organizational, and coordination skills, including managing meetings and communication with multiple stakeholders.
- Ability to work independently and collaboratively in a fast-paced, multi-stakeholder environment.
- Valid driver's license

Education/experience requirements

Post-secondary education or experience in Environmental Studies, Natural Resources, Mining, Geography Information System (GIS), Indigenous Studies, or a related field.

An equivalent combination of education and relevant experience will also be considered.

Closing date: Until filled