



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING

Aboriginal Traditional Knowledge Interviewer/GIS Specialist

POSITION SUMMARY

Under the direction of the Land Use Planning Coordinator, the Aboriginal Traditional Knowledge (ATK) is based on the knowledge held by First Nations people of the relationships between humans, wildlife, spirituality, environmental conditions, and land forms. The ATK Interviewer/GIS Specialist will conduct ATK research by talking with Elders and community members. Gathering this information will provide valuable on-going information to Land Use Planning and other environmental projects in our community. ATK Interviewer/GIS Specialist will be required to perform skilled digital mapping involving preparation and maintenance of digital maps for the Constance Lake First Nation's mapping section, converting hand drawn maps into a digital format for use in a Geographic Information System (GIS), managing data in such a way that historical records will reflect changes in the community, and providing supportive mapping data and analysis upon request. This position is a full-time term position from October 2017 until June 30, 2018.

PRIMARY RESPONSIBILITIES

- Collect and maintain traditional knowledge for use in Land Use Planning and other environmental projects.
- Will be required to perform skilled digital mapping involving preparation and maintenance of digital maps for the Constance Lake First Nation's mapping section.

ADDITIONAL RESPONSIBILITIES

- Collects data, research and document CLFN ATK
- Interview elders and community members, maintain client confidence
- Develop and maintain databases and stories, manage archives
- Digital and hardcopy filing
- Work with First Nation Land Use Planning Coordinator, Elders, Staff, Volunteers, and community leaders in implementing land stewardship, conservation, planning and capacity building projects.
- Attend meetings, conferences, workshops; and assist on projects.
- Other duties as assigned by Chief and Council and the Land Use Planning Coordinator

KNOWLEDGE AND SKILL REQUIREMENTS

- Grade 12 diploma or equivalent.
- Working knowledge of Microsoft Word, Excel, GPS and GIS: ArcView.
- Excellent written and oral communication skills.
- Must be punctual and strong desire to work,
- IS skills and interest are a definite asset

Please submit your resume, cover letter and 3 references either by mail, fax or in-person at the Band Office or by email to:

Samantha John-George, Employment Coordinator
Constance Lake First Nation
P.O.Box 4000
CONSTANCE LAKE, Ontario P0L 1B0
Fax: 705-463-2222
Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS: Friday, September 29, 2017 no later than 4:00pm.
May be extended until a suitable application is selected.