



## ALGONQUINS OF ONTARIO CONSULTATION OFFICE

### CONSULTATION COORDINATOR

#### JOB DESCRIPTION

**Fall 2016**

Qualified candidates are invited to submit their applications  
**no later than 4 p.m. on Thursday, October 20, 2016** to:

Executive Director  
Algonquins of Ontario Consultation Office  
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6  
Email: [algonquins@tanakiwin.com](mailto:algonquins@tanakiwin.com) or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for  
an interview will be contacted.

#### GENERAL BACKGROUND

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

As a result of this Agreement, the AOO are key participants in the development of land, resources and public policy throughout Algonquin Traditional Territory. Consultation, engagement and capacity building efforts are increasing significantly as Treaty negotiations progress. The AOO are currently at a critical crossroads with regards to the ability to be meaningfully engaged and consulted in community level lands and resources consultations, consistent with the expectations of the *Consultation Process Interim Measures Agreement*. Consequently, the AOO require an experienced, progressive and dynamic **Consultation Coordinator**.

This position will be responsible for coordinating the receipt, analysis and response to a variety of consultation requests from the Governments of Canada and Ontario as well as municipalities

and private sector interests for various projects and initiatives throughout the Algonquin Traditional Territory. The Consultation Coordinator will provide a wide range of strategic, operational and capacity building services to support the meaningful engagement and consultation of the AOO.

## **REPORTING STRUCTURE**

The Consultation Coordinator will work under the direction of and report to the Executive Director in support of the AOO Consultation Office.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will include but not be limited to the following:

1. Coordinate the intake, preliminary review and the required analysis to respond to consultation requests in accordance with the *Consultation Process Interim Measures Agreement*.
2. Communicate with and serve as primary point of contact for public and private proponents of various consultations requests.
3. Continue to provide monthly reports on new and existing consultation requests to be shared with the ten AOO communities to facilitate a greater degree of engagement.
4. Develop/implement a decision-making protocol associated with the monthly reports that includes identification of triggers for community engagement in the various consultation requests.
5. Develop a multi-year approach to more effectively respond to consultation requests.
6. Work with Consultation Office Staff as well as community contacts to:
  - More effectively coordinate multi-disciplinary responses to various consultation requests
  - Develop internal policies and procedures to ensure the effective delegation and review of consultations within areas of expertise within Consultation Office
  - Pursue training opportunities to enhance knowledge and expertise with Consultation Office staff as well as within the AOO communities to more effectively respond to consultation requests
7. Organize and facilitate community and nation-wide sessions on consultation requests that are complex and multi-disciplinary in nature.
8. Work with the Cultural Heritage Planner and other Consultation Office staff to facilitate Elder and youth mentoring and knowledge-sharing on lands and resources, including heritage resources.
9. Provide information on various consultation initiatives into AOO Newsletters, community outreaches and website updates.
10. Prepare display materials for Talking Circles, Elders Circles and the annual Nation Gathering.

11. Build positive relationships with the government agencies, municipalities and private sector interests involved in various consultation requests.
12. Undertake special projects related to consultation that may be unanticipated, but would provide additional benefits to the AOO.

## **QUALIFICATIONS & REQUIREMENTS**

1. Degree in Geography, Environmental Studies, Planning or equivalent.
2. Minimum 2 years of related experience.
3. Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.
4. Exceptionally detail-oriented with excellent planning, organizing, prioritizing, problem solving, and time management skills.
5. Solid research skills and abilities including the able to examine and assess materials, prepare a variety of correspondence and reports, analyze and interpret documents, and provide recommendations to decision-makers.
6. Ability to develop, assess and implement strategies, programs and initiatives to meet the Algonquins of Ontario mandate, goals and objectives.
7. Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationship with clients, colleagues, co-workers, senior staff, the general public and other governmental agencies.
8. Demonstrated experience in the following:
  - Writing proposals, policies and procedures as well as delivering presentations
  - Facilitating effective conversations
  - Solid research skills and abilities
  - Interpreting legislation and regulations
  - Providing advice to senior management and leadership with the ability to handle politically sensitive matters
  - Negotiating contracts
9. Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
10. Ability to work independently, with good diplomatic and negotiation skills.
11. Experience working in an Aboriginal government setting will be considered an asset.
12. Proficient in Word, Excel, Outlook, PowerPoint and database software.
13. Valid driver's license

## **LOCATION**

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

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### **Join Our Passionate Team!**

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.