



Job Opportunity

Mineral Development Advisor



Department:	Lands, Economic Development, Natural Resources & the Environment
Posting Date:	May 1, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	Standard Work Week/ 35hrs
Job type:	Contract
Contract End:	June 2029
Vacancies:	One (1)
Reports To:	Manager, Lands, Membership and Economic Growth
Starting Salary Range:	\$69,942.60 - \$75,712.00

*Nipissing First Nation is looking for a motivated and detail-oriented **Mineral Development Advisor** to join our growing team. This is an exciting opportunity to play a key role in shaping how mineral development projects are reviewed and coordinated within our territory, ensuring Nipissing First Nation priorities, rights, and interests are fully represented and protected.*

In this role, you will support the review of exploration plans, permit applications, and consultation processes, while also contributing to meaningful community engagement, research, mapping, reporting, and relationship building.

You will work closely with leadership, community members, and external partners to help guide responsible development and create opportunities that align with the Nation's long-term vision.

What You'll Do in the Role

- Receives and reviews notices of exploration plans, permit applications, closure plans, and related correspondence
- Tracks regulatory timelines and coordinates internal review and community response processes
Assists in assessing potential impacts on NFN interests, land use, environmental concerns, and Aboriginal and Treaty Rights
- Liaises with proponents, government ministries, consultants, and NFN staff to support timely reviews and information gathering
- Coordinates and prepares formal responses, comments, and follow-ups within required timelines
- Maintains organized records of notices, correspondence, maps, and consultation files
- Supports community understanding of mineral exploration and development processes, including potential impacts and opportunities
- Assists with organizing information sessions, meetings, workshops, and engagement activities
- Provides clear and accessible information to leadership, members, and staff
- Supports NFN participation in meetings with industry, government, and partner organizations
- Promotes opportunities for training, employment, procurement, and economic participation
- Conducts research and analysis on proponents, projects, legislation, and regulatory processes
- Prepares maps, briefing notes, reports, presentations, and background materials
- Maintains project tracking systems, including timelines, commitments, and file history
- Uses GIS and mapping tools to support review of project areas related to NFN interests and land values



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- Assists with program, funder, and internal reporting requirements
 - Supports the coordination and processing of land-related permits (e.g., highway signage, temporary land use permits, hunt camps)
 - Provides general records management and filing support for the Lands Department
 - Assists with archaeological and cultural resource activities, including coordination and documentation
 - Coordinates meetings, agendas, minutes, and follow-up actions related to land and development files
 - Builds and maintains relationships with internal departments, external partners, and stakeholders
 - Participates in relevant training, conferences, and working groups
 - Performs other related duties as required by the Manager of Lands, Membership & Economic Growth

♥♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🎯 What You Bring to the Table

- Must have Bachelor of Environmental Studies, Environmental Science, Natural Resource Management, Indigenous Studies, Indigenous Governance, Public Administration, or directly related field.
- Must have Valid Class "G" Ontario Driver's License
- Must have 3-5 years relevant work experience
- Familiarity with GIS/ArcGIS or GPS tools, and experience reviewing technical or regulatory documents are considered assets.
- knowledge of mineral exploration and mine development sequence, the Ontario Mining Act, and related consultation processes.
- Ability to review technical information and explain it in plain language for leadership and community audiences.
- Strong writing, research, meeting facilitation, relationship management, and report preparation skills.
- Proficiency in Microsoft Office and experience with mapping, GIS, or database tracking tools are assets.
- Displays initiative, strong interpersonal skills, and high-level organization skills.
- Must be able to work in a fast-paced environment
- Must be adaptable
- Must have strong interpersonal skills

📅 Application Deadlines and How to Apply



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Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

<p>Round 1 – Closes May 15, 2026 <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p>
<p>Round 2 – Closes May 22, 2026 <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any late applicants from Round 1, will be screened at this stage.</p>
<p>Round 3 – Closes May 29, 2026 <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p>

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 resumes@nfn.ca

Deadline: 4:00 p.m. on the date assigned to your eligibility round

Are You a Member of NFN?

As permitted under Section 24(1)(a) of the Ontario Human Rights Code, preference will be given to First Nation applicants. Nipissing First Nation encourages qualified NFN members to apply.

Applicants must meet the essential qualifications outlined in the posting. Transferable skills may be considered, and on the job training may be provided where appropriate. Positions requiring specific credentials, licences, or regulated qualifications must have those requirements met at the time of application.

Interview Preparation Support for NFN Members and affiliates

Nipissing First Nation offers interview preparation support through the Human Resources Department for NFN members selected for an interview. Members interested in this support must indicate so when submitting their application.

Participation in interview preparation does not impact the hiring decision.

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at thomasl@nfn.ca or 705 753 2050 ext. 6985.

Miigwech~Thank you, to all applicants for your interest. Only those selected for an interview will be contacted.