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## **EMPLOYMENT OPPORTUNITY**

### **Director – Housing and Infrastructure/Lands and Resources**

The Chiefs of Ontario is inviting applications for the position of Director. The successful candidate will be responsible for establishing the new Housing and Infrastructure Sector at the Chiefs of Ontario and advancing the housing and infrastructure priorities of First Nations in Ontario. Further, the Director of Housing and Infrastructure will be responsible for managing a variety of land and resources files, including mining, forestry, lands policy reform, and emergency management.

The Director of Housing and Infrastructure will be responsible for leading a range of advocacy initiatives on a regional scale to enhance successful partnerships between First Nations, government, and private sector actors. Our ideal candidate will have strong research and writing skills, enjoy working in a rapidly changing sector, and be able to lead complex projects. One such project, the First Nations Off-Reserve Data Sovereignty Project, will require an understanding of data collection, storage, and management.

**LOCATION:** Hybrid – Remote and Chiefs of Ontario Secretariat Office, Queen St E, Toronto ON

#### **DUTIES AND RESPONSIBILITIES:**

- Conduct in-depth research, policy analysis, and environmental scanning of current and future legislation, policies and programming impacting housing and infrastructure for First Nations in Ontario
- Maintain partnerships with government ministries, First Nation communities, and regional organizations to ensure effective communication flow and dialogue between all parties
- Adhere to Chiefs of Ontario financial management policy to ensure funding requirements and reporting requirements are met
- Support First Nation requests for nation-to-nation engagement
- Oversight of document quality control, policy initiatives and resolution tracking
- Actively host working groups, task teams, and Chiefs Committees related to housing and infrastructure
- Support First Nations and regional organizations in accessing funding necessary to address housing and infrastructure priorities in their communities
- Oversee the development and implementation of unit work plans including preparing funding proposals and compiling deliverables
- Develop and implement accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives, and inform ongoing improvements
- Assist in the planning and successful execution of meetings and gatherings

- Consolidate information and develop appropriate written communications when necessary
- Recruit, train and supervise staff to improve efficiency, quality of services and outputs
- Plan and organize relevant webinars/information sharing sessions between First Nations housing/infrastructure and lands/resource development staff and private sector stakeholders
- Oversee in-depth research, data collection, and analysis of policies and programs relating to First Nations in Ontario
- Support program development by assisting in planning, research and co-ordination of projects and activities
- Prepare position and research papers, briefing notes, presentations and policy documents Develop and maintain partnerships with government ministries, First Nation communities, and other advocacy organizations to ensure effective dialogue and collaboration between partners
- Coordinate efforts to develop communication tools to ensure awareness and knowledge of COO's Accommodation and Consultation Policies, along with knowledge of regionally developed Accommodation and Consultation tools
- Performing other duties as assigned

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

#### **QUALIFICATIONS:**

- Bachelor's Degree in political science, policy, or other relevant field
- Relevant work experience in combination with education will be considered
- Experience preparing briefing notes, reports, memorandums, and policies
- Experience in data management is highly recommended General knowledge of the organization and activities of the Chiefs of Ontario and current events related to First Nations in Ontario
- Knowledge of First Nation traditions, cultures and values; understand the history and relationship between First Nations and the Crown is an asset
- Familiarity with issues relevant to natural resource projects and First Nations Free, Prior, and Informed Consent
- Professional integrity and the ability to maintain confidentiality are essential
- Political acuity is a strong asset
- Good analytical and problem solving skills
- Excellent communication skills, including written and verbal
- Time management, organization and planning skills
- Excellent computer skills (Microsoft Word, Excel, Outlook, Adobe Acrobat)

#### **BENEFITS:**

- Negotiable Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break

- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

**DURATION:** ASAP to March 31<sup>st</sup>, 2027 (Potential renewal contingent upon funding approval)

**Applications will be accepted until the position is filled.**

**All Applicants must be eligible to work in Canada.**

**Only successful Candidates will be contacted.**

**Send a cover letter, resume, and two (2) references marked confidential to:  
Ashley Nardella, Human Resources: [opportunities@coo.org](mailto:opportunities@coo.org)**