



# Timiskaming First Nation

24 Algonquin Avenue (TFN)  
Notre Dame du Nord. QC J0Z 3B0  
Tel: 819 723-2335  
Fax: 819 723-2353

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## EXTENSION Employment Opportunity

TFN is an equal opportunity employer where members with equal qualifications will be given priority.

**TITLE:** Mining Coordinator  
**DEPARTMENT:** Economic and Sustainable Development (Ni Dakinan – Natural Resources and Heritage)  
**LOCATION:** TFN Ontario Office (New Liskeard)  
**SALARY:** Salary will be determined based on qualifications

### SUMMARY:

Under the direction and supervision of the Natural Resource Manager, the Mining Coordinator will deliver services according to their mandate. The responsibilities and authorities described below are subject to all relevant laws, regulations and are performed in accordance with policies and procedures established by the Timiskaming First Nation direction.

### MAJOR RESPONSIBILITIES:

- Compile information on mining companies working within TFN Territory.
- Develop a plan for gathering and managing information.
- Establish procedures for record keeping and monitor all record keeping.
- Data entry and ensure security and confidentiality of data.
- Attend a series of training sessions provided by ENDM enhancing knowledge of the Mining Act.
- Review and respond to notices of proposed early exploration activities.
- Review and respond to notices of activities that requires closure plan or closure plan amendment (e.g. advanced exploration and mine development).
- Prepare and respond to correspondence with Ontario Ministry of Development of Mines.
- Liaise with Department Managers and Director to share information and mitigate risks.
- Ensure the implementation of agreements and maintenance of relationships with the proponents and TFN.
- Assist in identifying and defining business relationships, analyze the project and the broader environment.
- Prepare briefing notes for negotiations and establish negotiation position and strategies.
- Develop a communications strategy, establish and maintain contact with mining companies.
- Conduct education and awareness-building activities in the community quarterly.
- Explore funding opportunities for Ontario office.
- Schedule appointments and meetings for the Department and TFN Chief & Council.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Minimum of a High School diploma or equivalent experience with a minimum of 5 years working experience in mining.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Knowledge of the mining industry.
- Excellent oral and written communication skills.
- Highly organized and flexible.
- Must be self-directed and able to complete projects with limited supervision.
- Knowledge of computers (MS Office, Excel, Word) email, scheduling, spreadsheets and presentation software.
- Available to travel and having a driver's license.
- Bilingualism would be an assets

**Deadline for application: July 29th, 2024 at 4:30 pm EST**

Persons interested can apply by sending their letter of application, resume and vulnerable sector check along with any other relevant documents to:

Timiskaming First Nation  
**ATTN: HR**  
24 Algonquin Avenue  
Notre-Dame-du-Nord, QC. J0Z 3B0  
Email to: [human.resources@afn.ca](mailto:human.resources@afn.ca)

*Note: The Timiskaming First Nation reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.*