

Teme Augama Anishinabek Job Description

Position Land Code Administrative Clerk

Department Lands & Resources

Position Reports To Lands and Resources Manager

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Land Code Administrative Clerk provides administrative and operational support to the Lands & Resources Department and assists the Land Code Advisor in the implementation of Land Code initiatives, community engagement activities, consultation processes, and departmental projects. The position is responsible for maintaining records, preparing correspondence and reports, coordinating meetings and logistics, supporting community communications, and ensuring departmental information is organized, accurate, and accessible. The Land Code Administrative Clerk contributes to the efficient delivery of Lands & Resources programs and services while supporting community awareness and engagement.

Primary Responsibilities

Administrative Support and Records Management – 40%

Provides administrative support to the Lands & Resources Department through the preparation, formatting, proofreading, and distribution of correspondence, reports, agreements, presentations, meeting materials, and other departmental documentation. Maintains departmental filing systems, databases, records, and document management processes to ensure information is organized, current, and accessible. Coordinates meeting schedules, prepares agendas, records meeting minutes, tracks action items, and follows up on outstanding tasks as required. Assists with budget tracking, purchase requests, invoice processing, and the preparation of supporting documentation. Utilizes Microsoft Office applications to prepare spreadsheets, reports, presentations, and departmental correspondence. Maintains confidentiality and exercises discretion when handling sensitive information.

Community Engagement and Communications Support – 25%

Supports community engagement and consultation activities related to Land Code initiatives and other Lands & Resources projects. Assists with the preparation and distribution of notices, newsletters, presentations, social media content, surveys, and informational materials designed to keep community members informed and engaged. Coordinates logistical requirements for engagement sessions, meetings, and community events, including venue preparation, participant registration, material distribution, and

record keeping. Responds to routine inquiries from community members and directs more complex matters to the appropriate department representative.

Project and Operational Support – 25%

Provides administrative support for departmental projects and initiatives by coordinating travel arrangements, accommodations, vehicle bookings, meeting logistics, and scheduling requirements. Assists with information gathering, data entry, project tracking, and reporting activities. Supports consultation and engagement processes through documentation, record keeping, and logistical coordination. Participates in committee meetings, departmental meetings, and project activities as assigned. Assists with special projects and operational priorities that support departmental objectives.

Professionalism and Organizational Support – 10%

Maintains professional, respectful, and positive working relationships with community members, leadership, government representatives, consultants, contractors, and external stakeholders. Demonstrates strong organizational and time management skills while effectively managing multiple priorities and competing deadlines. Works independently and collaboratively within a team environment to support departmental goals and objectives. Demonstrates respect for Teme Augama Anishinabek culture, traditions, community values, and governance practices in all aspects of work. Participates in training, workshops, and professional development opportunities and performs additional duties consistent with the position as assigned.

Qualifications

A diploma or certificate in Office Administration, Business Administration, Public Administration, Community Planning, Lands and Resources, or a related field is considered an asset. The successful candidate will have a minimum of one (1.5) years of administrative experience in an office environment. Experience supporting meetings, maintaining records, preparing correspondence, coordinating schedules, and providing administrative support is required. Experience working with First Nation governments, community engagement activities, consultation processes, or lands and resources initiatives is considered an asset.

Certifications and Required Documents

A valid Ontario Class G Driver's Licence and the ability to be insured under the organization's vehicle insurance policy are required. Satisfactory Criminal Record Check First Aid and CPR certification are considered assets.

Physical and Sensory Demands

The position requires prolonged periods of sitting while working at a computer and reviewing documentation. Frequent visual concentration is required when preparing reports, reviewing records, maintaining databases, and managing detailed information. The incumbent must be able to manage multiple priorities and maintain attention to detail.

in a fast-paced environment. Occasional lifting and carrying of files, office supplies, meeting materials, or equipment up to 20 pounds may be required.

Work Environment

Work is performed primarily in an office environment on Bear Island with regular interaction with community members, leadership, consultants, government representatives, and external stakeholders. Occasional travel may be required to support meetings, training, consultation activities, and departmental initiatives.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, community members, and visitors. Employees are expected to work in compliance with applicable occupational health and safety legislation and organizational policies and procedures. The incumbent is responsible for following safe work practices, reporting hazards, and contributing to a culture of safety and wellness within the workplace.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____