Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0 Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Energy Sector Consultation Coordinator
Department: Treaties, Lands and Environment
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: September 18, 2026
Posting Closes: October 9, 2026

Summary:

Reporting to the Treaties, Lands & Environment Director, the Energy Sector Consultation Coordinator supports Chippewas of the Thames First Nation (COTTFN) in matters related to consultation and engagement within the energy sector. The role works collaboratively with project proponents, government agencies, regulatory bodies, and other stakeholders to support the Crown's Duty to Consult and Accommodate and help protect the Nation's rights, interests, lands, waters, and environment.

The Coordinator monitors proposed and ongoing energy-sector developments, coordinates consultation activities, maintains consultation records and databases, and provides information and recommendations to support informed decision-making. This position plays an important role in ensuring community interests and priorities are represented throughout consultation and engagement processes.

Responsibilities:

- Coordinate consultation and engagement activities related to energy-sector projects and initiatives.
- Monitor project notices, correspondence, regulatory postings, media, and other sources for developments that may affect COTTFN interests.
- Review and assess project information to identify consultation requirements and potential impacts to community interests.
- Evaluate environmental information related to potential impacts on air, soil, water, habitat, land use, and visual landscapes.
- Support implementation of COTTFN consultation protocols when engaging with proponents and government agencies.
- Maintain accurate consultation records, databases, and the Community Knowledge Keeper Database.
- Track consultation activities and prepare reports, recommendations, and briefing materials.
- Manage participation agreements, including invoicing, payment tracking, and reconciliation activities.
- Coordinate meetings with project proponents, regulators, community representatives, and stakeholders.
- Serve as a primary point of contact for assigned energy-sector consultation matters.

- Prepare meeting minutes, action items, correspondence, and community information materials.
- Monitor emerging legislation, regulatory developments, policies, and legal decisions affecting consultation interests.

Qualifications:

- Post-secondary degree or diploma in a related field, or an equivalent combination of education, training, and experience.
- Minimum three (3) years of experience in consultation, environmental, regulatory, Indigenous relations, or related fields.
- Experience working with First Nations, Indigenous organizations, government agencies, regulators, or industry proponents is preferred.
- Knowledge of First Nations history, culture, rights, and contemporary issues.
- Knowledge of the Crown's Duty to Consult and Accommodate and Indigenous rights.
- Understanding of environmental and regulatory considerations related to energy-sector development.
- Strong project coordination, research, analytical, communication, and relationship-building skills.
- Proficiency with Microsoft Office applications and electronic record-keeping systems.
- Valid Class G Ontario Driver's Licence with access to a reliable vehicle and ability to travel.
- Satisfactory Police Records Check required.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year’s, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com
OR
320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "**Energy Sector Consultation Coordinator**" in your application.

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We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.