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: Land Claims Negotiations Coordinator
Department: Political Office
Hours of Work: 37.5 hours per week, Monday to Friday, 8:30 a.m. - 4:30 p.m., with flexibility to attend evening meetings, community meetings, negotiation sessions, and other events as required.
Location: 320 Chippewa Road, Muncey ON; travel within the community, Treaty Territory, and other locations as required.
Posting Date: October 6, 2026
Posting Closes: October 27, 2026

Summary:

The Land Claims Negotiations Coordinator is responsible for coordinating and supporting the Negotiation Team throughout all stages of specific claim processes, including internal pre- and post-settlement activities. The role supports effective communication, documentation, records management, community engagement, funding, reporting, and implementation related to land claim negotiations.

Responsibilities:

- Maintain consistent communication with the Negotiation Team, administration, advisors, and the community to support alignment and timely information flow.
- Coordinate internal negotiation-related meetings, including scheduling, preparation, communication materials, action items, timelines, deliverables, and progress updates.
- Coordinate logistics for community sessions and events, including catering, venues, technology, and other requirements.
- Maintain organized claim files, records, correspondence, funding documentation, reports, and historical materials in accordance with records management and confidentiality requirements.
- Prepare briefing notes, summaries, reports, presentations, correspondence, and other materials to support decision-making by the Negotiation Team.
- Prepare and submit annual funding applications, work plans, budgets, and required reports to support claim activities.
- Coordinate with legal counsel, consultants, technical advisors, financial advisors, government representatives, and other partners to support research, negotiation, reporting, and implementation activities.
- Support the identification, engagement, and onboarding of financial and legal advisors to the claim process.

- Convene and coordinate internal Working Groups and management support technicians established under the Pre/Post-Settlement Coordination Framework, aligning their work with claim timelines and community engagement plans.
- Plan, coordinate, and co-facilitate community consultation sessions and citizen participation opportunities throughout the claims process, applying Free, Prior, and Informed Consent (FPIC) principles.
- Coordinate the development and delivery of regular financial literacy training for citizens related to settlement fund management, working with financial advisors on content and scheduling.
- Liaise between financial and legal experts and the community to support consideration of fund management and distribution model options and community input ahead of referendum.
- Track risks, issues, commitments, deadlines, and next steps and provide regular updates to the Negotiation Team.

Qualifications:

- Certificate, diploma, or post-secondary education in Office Administration, Project Management, First Nation governance, public administration, land claims processes, report writing, or a related field.
- Minimum two years of related experience in administration, project or committee coordination, funding administration, records management, or land claim-related work.
- Experience preparing briefing materials, meeting minutes, reports, work plans, funding applications, correspondence, and presentations.
- Experience coordinating or liaising across multiple working groups, technicians, advisors, or other stakeholders.
- Well-developed oral, written, organizational, records management, and interpersonal communication skills.
- Proficiency in Microsoft Office and related computer applications, including word processing, spreadsheets, databases, presentation software, and virtual meeting tools.
- Experience working with or within a First Nation community is preferred.
- Must have a clear Police Records Check.
- Must have a valid Class G Ontario Driver's Licence, access to a reliable vehicle, $1M automobile insurance, and the ability to travel as required.
- Must be able to maintain confidentiality and attend evening meetings, community meetings, negotiation sessions, and other events as required.

What Chippewas of the Thames First Nation Has to Offer:

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- 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 "Land Claims Negotiations Coordinator" in your application.

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.