



Employment Opportunity

Position: **Mineral Development Advisor**
Status: Full-time Term Contract
Opening Date: September 23, 2025
Location: Thunder Bay, ON

Posting Reference #: NTC 2025-23 (Reposted)
Contract End Date: 9 Months (Maternity Leave)
Closing Date: October 3, 2025
Salary: \$60,000 - \$65,000 annually

Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our G'minoomaadozimin - "We Are Living Well" initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

Your Impact Starts Here

Under the direction of the Technical Services Manager, the **Mineral Development Advisor (MDA)** will work to support member communities review of exploration plan submissions, exploration permit applications, and closure plans and closure plan amendments, pursuant to the consultation processes under the Mining Act. Additionally, the MDA will also support efforts to increase community knowledge of the mining sequence, mining activities, and the possible range of economic benefits arising from mineral development.

Key Responsibilities:

- Educate community members on the activities being conducted throughout the mining sequence and their potential impacts
- Assist in organizing information sharing opportunities within the community
- Engage community members with industry proponents to promote job skills training or employment
- Represent the community at regional, territorial and national meetings and conferences on minerals development
- Facilitate meetings with member and other communities, industry and/or government as required to create relationships, opportunities, and understanding across the mining sequence
- Receive plans and permits sent to the community, noting timelines and tracking responses, if applicable
- Analyze data and research information regarding mineral development activities in member communities
- Maintaining Resource Development Inventory (RDI) for the community and prepare reports in relation to this inventory
- Assist Environmental Coordinator in working through consultation protocol with regards to mineral development activities and provide recommendations to support informed decision making
- Engage with early exploration proponents who have delegated procedural aspects of Ministry of Northern Development and Mines (MNDM) consultation process
- Coordinate formal response, if necessary, to MNDM within regulated timeframes
- Complete and submit all necessary reporting requirements

Qualifications:

- Completion of degree or diploma in Mining Engineering, Geology, or other mining related program with a minimum of 2-5 years of experience
- Familiarity with ESRI GIS software and GPS units is an asset
- Knowledge of the Ministry of Northern Development and Mines (MNDM) regulatory processes
- Ability to develop clear, concise, and accurate written communications
- Ability to exercise discretion in handling confidential subject matter
- Excellent writing skills - for documentation, training, processing, and report writing
- Organizational and problem-solving skills, as well as attention to detail
- Knowledge of the culture of First Nations, along with an understanding of their aspirations, socio-economic needs, stewardship values, and history
- Knowledge of the mineral exploration and development sequence and its challenges and opportunities

- Technical knowledge and expertise regarding mineral exploration methods, terminology, etc.
- Knowledge and skill using computer hardware, software, and printers
- Must have a valid driver's license and willingness to travel extensively to Nokiiwin member First Nations
- Successful completion of a Level 1 – Security Screening

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are **required to apply online at www.indeed.com** by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

Deadline: 4:00 p.m. October 3, 2025

Attention: Human Resources, Nokiiwin Tribal Council

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.