



# ANISHINABEK NATION

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## EMPLOYMENT OPPORTUNITY

### Geographic Information System (GIS) Projects Coordinator

**Location:** Anishinabek Nation Head Office  
Nipissing First Nation, North Bay, ON

Under the supervision of the Lands & Resources Director, the Geographic Information Officer will be responsible for the implementation of an Anishinabek Nation Values Mapping project. This project aims to support mapping of values across Anishinabek Territory and the local, regional and national level. The GIS specialist will work with other Lands and Resources Staff in improving Anishinabek engagement with and benefits from the mines and minerals sector.

Develops and maintains good working relationships with all First Nations, governments, agencies, associations, and associates of the Union of Ontario Indians. This position will also have the following responsibilities.

#### Major Responsibilities:

- Responsible for the on-going spatial data maintenance and dissemination, end-user support and the generation of maps and other GIS reports and information products;
- Provide technical expertise related specifically to values mapping activities and the needs of Anishinabek communities in relation to values mapping projects.
- Responsible for the compiling and organizing GIS data from maps, databases and other sources;
- Responsible for the collection and conversion of mapping resources and data as well as input and editing;
- Conduct programmatic and manual analysis, create reports and develop thematic maps on the data within the GIS;
- Ensure that quality assurance on new or revised data conforms to standards laid out in the GeoDatabase, or any other applicable standard or policy;
- Responsible for the conversion, import and export data in and out of the GIS system;
- Direct the preparation of regular status reports, highlighting GIS issues requiring attention;
- Create and document procedures and metadata definitions;
- Identification of values mapping work that has already been completed as well as barriers
- Facilitation of sharing information and development of strategies related to values mapping in support of best practices;

- Provision of administrative and technical support to community-level values mapping projects
- Provision of support for communities in identification and decision-making about values on shared traditional territories
- Report on project activities, outcomes and expenditures to Anishinabek leadership and the provincial Ministry of Northern Development and Mines

**Qualifications:**

- Post-secondary degree or diploma in the area of Geographic Information Systems, Computer Science, or equivalent;
- Solid working knowledge of Anishinabek Nation;
- Experience and knowledge with GIS databases, and editing using ESRI ArcGIS software;
- Experience in developing and maintaining GIS data and other GIS output products including use of ESRI software and Global Position System (G.P.S) units for data collection;
- Experience in analyzing spatial data and translating First Nation requests into appropriate GIS reports and thematic maps;
- Knowledge of modern component-based GIS tools and methodology for GIS use cases;
- Strong interpersonal skills to interact with diverse groups of individuals such as contractors, First Nations, Government Agencies, and other organizations;
- Able to maintain effective work relationships and negotiate acceptance of recommendations;
- Demonstrated ability to organize and present complex data clearly and accurately;
- Demonstrated experience in identifying, defining and resolving management and systems problems;
- Experience with Microsoft office applications (Microsoft Word, Excel, Outlook, Internet Explorer, and Access);
- Strong organizational, time management and interpersonal skills;
- Ability to speak Anishinaabemowin is an asset;
- Must possess valid Ontario driver's license and be insurable
- Available to travel extensively and subject to irregular working hours

**Accountability:**

- This position has direct program accountability to the Lands & Resources Director
- Works within policy parameters and administrative guidelines

**Position Category:** Coordinator

**Position Salary:** Commensurate with experience and education

**Closing Date:** Friday, May 25, 2018 @ 4:30 p.m.  
***(Applications received after this date and time will not be***

***considered.)***

Please send a cover letter with your resume and three employment references to:

Glenda St. Amour  
Director of Corporate Services  
Anishinabek Nation  
P.O. Box 711, North Bay, ON P1B 8J8

**Phone:** (705) 497-9127 / 1-877-702-5200 **Fax:** (705) 497-9135

**Email:** [glenda.st-amour@anishinabek.ca](mailto:glenda.st-amour@anishinabek.ca)

For inquiries regarding this position, please contact Jason Laronde, Lands & Resources Director at (705) 497-9127 / 1-877-702-5200, ext. 2263 or by email at [jason.laronde@anishinabek.ca](mailto:jason.laronde@anishinabek.ca)

*Individuals of First Nation ancestry are encouraged to apply. Preference will be given to Anishinabek Nation member First Nation applicants.*

*Miigwetch to all who apply; however, only those selected for an interview will be contacted.*

