



Hiawatha First Nation

Hiawatha First Nation Employment Opportunity

Position Title:	Full-time Consultation Job#2026-27 (Internal/External)
Salary Range:	\$72,110 - \$80,110 / year
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	July 17, 2026
Posting Closes/Deadline:	July 24, 2026 at 11:59pm
Tentative Interview Timeline:	August 2026

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Hiawatha First Nation is an inclusive, collaborative workplace culture, where Employees are valued and supported. As part of that the **Permanent Full-time Total Compensation Package, Hiawatha offers the following;**

- **Competitive compensation and comprehensive benefits:** including health and dental coverage and a defined contribution pension plan with employer matching up-to 4%, and Employee Assistance Program (EAP)
- **Statutory (Stat) Days: 14 paid Statutory Holidays per year** (exceeding the minimum standard of 9 Statutory days)
- **Vacation: 3 weeks of paid Vacation to start** (prorated in first year)
- **Christmas Shut Down: up-to 7 additional paid days** off during the Christmas shutdown (Shutdown aligns with local School Boards)
- **Personal Days: 5 paid Personal days per year** for added flexibility and balance
- **A strong commitment to employee Well-being:** including paid **Cultural** training, Spring Feast, Fall Feast, Employee events, luncheons, and Employee appreciation initiatives
- **Professional development and career growth opportunities:** to support Employee long-term success

Position Summary:

The Consultation Development Lead is responsible for managing and leading consultations with development proponents such as counties / regions, townships / municipalities, development companies, and government agencies. This role helps ensure Hiawatha First Nation's rights, interests, and concerns are represented and addressed throughout the entire consultation process. The incumbent will develop strategies, engage, and aid in negotiating agreements to align with Hiawatha's values and vision, while protecting the treaty rights, lands and resources of the Nation.

Reporting:

This position will report to the Manager, of Community Development and Consultation. This position has no direct reports.

Main Responsibilities:**1.0 Consultation Management:**

- a. Lead and coordinate consultation processes with development proponents in alignment with Hiawatha's consultation and Accommodation Standards.
- b. Review and analyze technical documents, environmental assessments, and project proposals to identify potential impacts to Hiawatha First Nation traditional and treaty territory;
- c. Represent Hiawatha First Nation at meetings and site visits to advocate for the protection of treaty rights, lands, and resources
- d. Assist with negotiate consultation agreements, benefits, and mitigation measures with proponents that reflect the interests and values of the community and environmental concerns
- e. Ensure that proponent's decision-making processes reflect the interests of Hiawatha First Nation, with regard to the Crown's "Duty to Consult" legislation, including FPIC and UNDRIP.

2.0 Technical Review:

- a. Review project proposals and materials to identify potential impacts on rights, waterways, local food sources, medicines, habitats, species of concern, eco-systems, and other treaty impacts;
- b. Select and appoint technical experts to support carrying out environmental, archaeological, and other related impact assessments needed to properly evaluate development implications;
- c. Manage contracts with technical experts as needed to support decision making;
- d. Prepare detailed reports, presentations, briefing materials for project groups;
- e. Provide clear summaries of technical information to leadership and community;

3.0 Relationship Management

- a. Establish and maintain relationship with Development proponents, regulatory bodies, and other stakeholders, including Municipalities and various Ministries
- b. Act as the primary point of contact for consultation matters related to Development proponents, ensuring transparency and alignment with community values;
- c. Ensure that relationships uphold the cultural integrity and values of Hiawatha First Nation;
- d. Oversee development-related aspects of the consultation department budget, overseeing funding arrangements and their various delivery requirements, and working to secure additional funding;

4.0 Community Engagement

- a. Engage with community members to gather and build-upon feedback and expectations, ensuring their voices are reflected in the consultation process;
- b. Ensure that the consultation strategy and its implementation incorporate and reflect the interests and concerns of community;
- c. Ensure that consultation protocols are upheld by community and administration in order to reach decisions relating to lands, resources, protection of treaty rights, and environmental issues;
- d. Organize meetings, workshops, communications, and community engagement sessions to gather input and provide updates on development projects;
- e. Coordinate relevant communication to community, with ongoing updates;

5.0 Administration Duties

- a. Review and track information received from proponents to ensure compliance with existing consultation frameworks and agreements;
- b. Maintain accurate records of all consultation activities, and communications;
- c. Provide regular updates to senior management on the status and outcomes of consultation, developing reports and briefing papers for Chief and Council as necessary;
- d. Process all incoming inquiries in a manner that is appropriate and timely, including in-person, mail, email and telephone;

Requirements:

- Post-Secondary School Diploma in Indigenous Studies, Environmental Studies, Journalism, or another relevant field;
- Minimum three years' of relevant job experience or community-related work or a combination of education, training or work experience which Hiawatha deems to be equivalent;
- Understanding of consultation processes and various impact assessments;
- Familiarity with Williams Treaties, Mississauga Nation and Hiawatha treaty territory is an asset;
- Familiarity with environmental, archaeological, and impact assessments is an asset;
- Traditional knowledge and knowledge about Michisaagiig culture and history is an asset;
- Must provide a satisfactory CPIC;
- Valid Driver's License and reliable means of transportation;

Knowledge, Skills and Abilities:

- Knowledge on the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*, *Free, Prior, and Informed Consent*, the *Royal Commission of Aboriginal Peoples*, the *Truth and Reconciliation Calls to Action*, *Duty to Consult* legislation, and *Section 35* rights;
- Skilled in time-management, well-organized, able to multi-task, setting priorities based on need;
- Skilled with relationship-building and public-relations;
- Ability to present in both large and small groups to a variety of audiences; good communicator;
- Ability to take detailed meeting notes, prepare reports, and briefing notes
- Ability to work in a team and individually
- Ability to maintain strict confidentiality
- Knowledge of computer skills, including Microsoft Office

Behavioural Competencies:

- Must be an empathetic and non-judgemental person;
- Must maintain strict confidentiality;
- Be honest, respectful and trustworthy;
- Be a team player;
- Possess cultural awareness and sensitivity;
- Be creative, flexible, and geared towards results;
- Demonstrate sound work ethic (reliable, dedicated, self-motivated);
- Demonstrate keen attention to detail;
- Proven ability to work with people of diverse education, cultural and language backgrounds;

Working Conditions:

- Extended periods of sitting, standing, or walking;
- Moderate periods of concentration;
- When on site, may be required to traverse rough terrain and in a variety of weather conditions;

- Local travel with some extended travel from time to time, sometimes with limited notice;
- Interaction with staff, community, and proponents;
- Occasional overtime, and also includes some evening and/or overnight travel.

If you are interested in this opportunity and possess the job requirements, please forward your up-to-date and current resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.