



## **JOB POSTING: BNA MINING COORDINATOR POSITION**

**Job Title:** BNA Mining Coordinator

**Location:** Bingwi Neyaashi Anishinaabek (Sand Point First Nation)

**Reports to:** Director of Economic Development

### **Position Summary:**

Bingwi Neyaashi Anishinaabek is a community centered on growing its economy and becoming a self-sustaining and supportive place for its members and businesses. We are looking for a Mining Coordinator to join our Economic Development Team. This position requires an individual who is highly motivated, has great communication and technical skills, and who thrives in an environment that allows them to make an impact on a community. As a Mining Coordinator you will be responsible for reviewing and responding to plans and permits regarding early mining exploration activities and closure plans, negotiating with exploration and mining companies, and working with our neighbouring communities on a collective approach to agreements. This position will require engagement with Chiefs, Councillors, community members, and other representatives. Your role will be important in elevating the efficiency and success of our mining activities throughout the territory.

### **Essential Duties and Responsibilities:**

- Coordinate, review and engage with mining and exploration companies operating in the region;
- Engage and collaborate with BNA Chief and Council, BNA Director of Economic Development, BNA community members to deliver presentations regarding regional activities;
- Collaborate with other First Nation communities on mining operations, permitting, and environmental initiatives;
- Develop and advance policies and programs for BNA in the mineral exploration and mining sectors;
- Advance employment and training opportunities for BNA members in the mining and exploration sectors;
- Ensure that strong environmental stewardship is adhered to by mining companies operating in the region;
- Project management work including supervision of contractors and technical experts, preparing proposals and grant applications, monitoring budgets, and preparing reports, as required;
- Any other duties that may be required in this role as per the direction of the Director of Economic Development.

### **Essential Skills, Knowledge, and Abilities:**

- Coordinate review of permits and agreements, and mining developments and work in the region;
- Engage and collaborate with BNA Chief and Council, community members and regional partners to deliver presentations within communities regarding proposals and/or projects;
- Collaborate with other First Nation communities on mining operations, permitting, and environmental initiatives;

- Develop and advance policies and programs for BNA with respect to mining and exploration activities in the region;
- Ensure that BNA adheres to safety regulations and protocols when mining activities are occurring in the region;
- Project management work including supervision of contractors and technical experts, preparing proposals and grant applications, monitoring budgets, and preparing reports;

### **Working Conditions:**

- This position will require significant office work, computer work, and other activities in an office setting;
- This work will involve extensive work in reviewing agreements, preparing documents and other activities as required.

### **Qualifications:**

- Bachelor's degree in science, mining, or lands-related fields, e.g. Natural Resource Management, Geography, Environmental Sciences, Biology, and/or Business;
- A minimum of (3) years of work experience in either: mining roles, environmental or natural resource role, or project management role or other roles working for First Nation communities or organizations;
- Ability to establish and maintain cooperative working relationships;
- Project management experience and excellent communication skills including handling of sensitive or confidential information;
- Time management and organizational skills, ability to assume responsibilities and meet deadlines;
- Multi-tasking abilities and being able to work on several projects simultaneously;
- Ability to develop presentations and present to members, leadership, and funders;
- Proficiency with Microsoft Office tools, particularly Excel, Word, and PowerPoint;
- Criminal reference check;
- Class "G" Driver's license required and access to a reliable vehicle.

### **Compensation:**

Compensation will be commensurate with experience and qualifications. This is a full-time, permanent position with benefits as per Bingwi Neyaashi Anishinaabek's policies.

---

This job posting outlines the role of a Mining Coordinator and highlights the importance of maintaining and supporting Bingwi Neyaashi Anishinaabek's mining and exploration activities in the territory. Please note that qualified BNA members will be provided the first opportunity for this position. If no qualified members are available, BNA will then look to Indigenous individuals outside of the community, and finally to the non-Indigenous community, to fill this position.

Interested members should send a resume and cover letter to the attention of Jordan Hatton, Director of Economic Development, at [jhatton@bnafn.ca](mailto:jhatton@bnafn.ca).