



## JOB POSTING: YELLOW QUILL FIRST NATION

**Title:** Lands Manager

**Status:** Term Full-Time

**Reporting to:** Director of Operations

**Wage/Salary:** Dependent on Experience

**Closing Date:** Open until filled.

### Position Summary

Yellow Quill First Nation is seeking a knowledgeable, community-focused, and highly organized Lands Manager to oversee the administration, planning, and protection of reserve lands and natural resources. The Lands Manager plays a key leadership role in advancing community priorities, supporting economic development, protecting environmental and cultural values, and ensuring compliance under the Indian Act or the First Nations Land Management Act and the community's Land Code. This is an exciting opportunity to support Indigenous self-determination and sustainable land stewardship.

### Position Responsibilities

#### *Land Administration*

- Manage land transactions including leases, permits, designations, and allotments
- Maintain accurate land records and registry systems
- Process applications and ensure regulatory compliance
- Liaise with Indigenous Services Canada and other regulatory bodies

#### *Land Use Planning & Environmental Stewardship*

- Develop and implement land use plans
- Coordinate environmental reviews and assessments
- Support housing, infrastructure, and economic development initiatives
- Monitor land compliance and revenue collection

#### *Community Engagement*

- Facilitate community consultations on land matters
- Work collaboratively with Elders, committees, and leadership
- Support dispute resolution and land-related negotiations

#### *Reporting & Governance*

- Prepare reports for Lands Committee, Chief and Council
- Maintain GIS systems and land databases
- Ensure adherence to applicable land laws and policies

### Qualifications:

- Diploma or degree in Lands Management, Environmental Studies, Planning, Indigenous Governance, or related field
- Professional Lands Management Certification (PLMCP) is an asset
- Minimum 3–5 years' experience in lands administration or related role
- Knowledge of Indigenous land governance frameworks
- Experience working with First Nations leadership and community members
- Strong understanding of land tenure systems and environmental regulations
- Excellent communication, negotiation, and organizational skills
- Cultural awareness and respect for community traditions
- Proficiency in GIS and land management software
- Knowledge of community and band programs
- Possess key attributes of tact, diplomacy, compassion, and assertiveness
- Ability to negotiate with relevant government agencies
- Strong, professional development skills to pronounce teamwork and unity with community and leadership of YELLOW QUILL FIRST NATION
- Strong computer literacy, including word processing, Windows environment, and database systems
- Professional integrity and the ability to maintain confidentiality is essential
- Demonstrates eagerness to learn; Attention to detail
- Valid Driver's License and reliable vehicle
- Successful Criminal Record Check (Vulnerable Sector)

*Please submit a cover letter and your resume to:*

**ATTN: YQFN Human Resources Coordinator**

**Shantel.Poorman@yqfn.ca**

Box 40, Yellow Quill, SK, S0A 3A0 OR FAX: (306)322-2304