

# Rainy River First Nations – Job Posting

## Claims Implementation Coordinator – NOVEMBER 2024

Permanent Full-Time



Rainy River First Nations is seeking a dedicated, trustworthy, highly motivated, independent and professional individual who will always display respect for the Anishinaabe culture and teachings, to employ as Claims Implementation- Coordinator (CI-Coordinator). This opportunity is a Full-Time position with a salary to commensurate the successful candidate's qualifications and experience.

### POSITION SUMMARY

- The scope of this is to manage and administer the Settlement Claims Unit for Rainy River First Nation while delivering regular updates to Chief and Council and the membership on its progress through budgets, reports, and presentations. The CI - Coordinator will maintain a network of external sources at the various government levels, banks, agencies, businesses, and other First Nations to ensure optimum Land Management practices. The successful candidate must have a good comprehension of Rainy River First Nations' history and also have good knowledge of the local real estate market.

### POSITION REQUIREMENTS

- University Degree in a relevant discipline
- 5 Years of excellent experience in Office Administration or 3 years of excellent experience in a management position;
- Provide a Satisfactory Criminal Reference Check; and
- Possess a Valid Ontario Driver's License
- GIS experience would also be considered an asset

### PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

### How to apply:

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto:hr@manitourapids.ca). Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

**2022-2025**

### **Rainy River First Nations Chief & Council**

*We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit [www.rainyriverfirstnations.com](http://www.rainyriverfirstnations.com)

