

# Employment Opportunity



**Position:** Land and Policy Coordinator  
**Service Area:** Land Management  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** May 13, 2026  
**Closing Date:** May 27, 2026  
**Competition Number:** L M S A -01-05-13-26

## POSITION SUMMARY:

In consultation with the Service Area Land Manager and appropriate legislative or regulatory agencies, ensures proper and accurate land and natural resource surface and subsurface authorization and documentation occur. Assist and provide technical support in the implementation, monitoring, review and updating of Land Use Plan and related policies as well as other strategic land management initiatives.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Oversee the administration of land and resource requests and approvals;
2. Work with staff and applicable administrative and external individuals and bodies to assess and evaluate requests relative to applicable land and/or resource regulations, strategic plans, and evaluation tools;
3. Develop and maintain an efficient system and process for the administration and desktop compliance and monitoring of land and resource activity.
4. Oversee recording and reporting of lease, permit and/or land management related fee payments.
5. Assist in the development of Land Management Business and Operation Plans and Budgets.
6. Analyze and prepare projected revenue and royalty reports as needed.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Excellent knowledge of the Indian Act land provisions, and other applicable land, natural resource, and environment protection regulations and guidelines.
- Excellent organization and problem-solving skills.
- Good analytical and communication skills with ability to connect and exchange information with a broad range of stakeholders and clientele.
- Good proficiency in Microsoft Office applications.
- Professional attitude to quickly assess, understand and deal with multiple requests and prioritize.

## Education and Experience

- National Aboriginal Lands Managers Association (NALMA) - Professional Land Manager Certification required.
- Post-Secondary Certificate in Business Management, Land, Natural Resource, Environment or related field required.
- Four years' experience in land and natural resource management field required.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

## Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

**EMAIL** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.

**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others