



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Estate Management Officer
Location:	Administration Office
Accountability:	Director of Operations
Employment Status:	Term Full-Time (July 6, 2026, to March 6, 2026)
Hours of Work:	Administration Hours (8:30am-4:30pm)
Preferences:	Person of Indigenous decent/Sheguiandah First Nation Band Member
Compensation:	\$27.00 Hourly Rate
Tentative Start Date:	July 6, 2026

Position Summary

Sheguiandah First Nation is seeking a committed and community-focused Estate Management Officer to support the coordination and delivery of estate-related services. This role is responsible for assisting with estate administration, improving community awareness of estate planning, and strengthening internal processes related to estates and membership.

Working in partnership with Lands, Membership, and other departments, the Estate Management Officer will help address both historical and current estate matters while promoting informed decision-making around wills, property, and guardianship in a culturally respectful manner.

Essential Functions

- Organize, maintain, and update estate and land-related records, including digitizing historical documentation.
- Assist in reviewing and addressing outstanding estate files, as well as supporting new cases.
- Develop and share user-friendly resources to educate community members on wills, estate planning, and executor roles.
- Provide guidance and information regarding Matrimonial Real Property (MRP) and land rights on reserve.
- Support the development and improvement of estate management practices, policies, and procedures.
- Coordinate with legal representatives, consultants, and community members to support engagement sessions and initiatives.
- Create practical tools and supports for estate planning, including substitute decision-making and guardianship resources.
- Support community awareness initiatives by providing information and guidance on estate planning and related processes.
- Encourage community members to complete and register wills.
- Support initiatives aimed at strengthening services for dependent or vulnerable adults living in the community.
- Foster positive, respectful relationships with community members.
- Participate in training opportunities to enhance knowledge and skills.
- Maintain strict confidentiality and professionalism in all aspects of the role.
- Work collaboratively within the organization to support team goals.
- Complete additional duties as assigned.

Qualifications

- Minimum Secondary School Diploma (related post-secondary education is considered an asset).
- Valid Ontario Class "G" Driver's Licence.
- Current First Aid and CPR certification, or willingness to obtain.
- Willingness and ability to travel when required.
- Knowledge of the Sheguiandah First Nation organization and programs.
- Ability to prioritize tasks with minimum supervision.
- Professional, responsive and positive work attitude.



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- Strong verbal skills to communicate with community, governments and co-workers.
- Fluency in Anishinabemowin or willingness to learn.
- 30-day current Criminal Reference Check is required.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Estate Management Officer

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.