



EMPLOYMENT OPPORTUNITY

Position Title: Geographic Information System (GIS) Specialist

Report To: Geomatics Program Manager

Location: 47 Church Road, Natoaganeg, New Brunswick, E1V 4E6

Anticipated Start Date: October 9, 2026 (Negotiable)

Application Deadline: September 25, 2026

Term: One-year contract with a three-month probationary period

NSMTC First Nations:

1. Ugpi'ganjig (Eel River Bar)
2. Oinpegitjoig (Pabineau)
3. Natoaganeg (Eel Ground)
4. Metepenagiag (Red Bank)
5. L'nui Menikuk (Indian Island)
6. Tjipogtotjig (Buctouche)
7. Amlamgog (Fort Folly).

Position Overview: The Geographic Information System (GIS) Specialist is a member of the North Shore Mi'kmaq Tribal Council (NSMTC) Technical Services team and reports to the Geomatics Program Manager. The GIS Specialist supports the management, accuracy, and continuous improvement of NSMTC's geospatial and infrastructure asset information. The GIS Specialist is responsible for collecting, validating, maintaining, and integrating spatial and attribute data, as well as producing maps, spatial analyses, and GIS deliverables that support infrastructure planning, operations, and asset management. Working closely with the Geomatics Specialist, the GIS Specialist supports the collection of survey-precision data and high-resolution aerial imagery, contributes to data quality and GIS processes, and performs other duties as



required to support organizational objectives. This position also involves working in collaboration with participating NSMTC Member Nations.

Program Location and Travel: The GIS Specialist will be based at the Natoaganeg Band Office in Natoaganeg (Eel Ground) First Nation, New Brunswick. Regular travel to participating North Shore Mi'kmaq Tribal Council (NSMTC) Member Nations is required, along with occasional travel throughout Atlantic Canada. The successful candidate must hold a valid driver's license and have access to reliable transportation.

Key Responsibilities:

- Maintain and update GIS databases and infrastructure asset information to ensure data accuracy and integrity.
- Collect, validate, and manage spatial and attribute data from field and office sources.
- Produce maps, spatial analyses, and GIS deliverables to support infrastructure planning, operations, and asset management.
- Work closely with the Geomatics Specialist to collect, integrate, verify, and improve geospatial data.
- Support in the capture of survey-precision data and high-resolution aerial imagery.
- Other duties as required to meet organizational objectives.

Duties and Responsibilities:

- Maintain and update GIS databases and infrastructure asset information.
- Collect, validate, and manage spatial and attribute data from field and office sources.



- Prepare maps, drawings, and GIS deliverables to support infrastructure projects and operations.
- Perform spatial analysis and provide GIS information to support planning and asset management.
- Work closely with the Geomatics Specialist to collect, integrate, verify, and improve geospatial data.
- Support the development and improvement of GIS workflows, standards, and data quality processes.
- Create, update, and standardize mapping products using Esri solutions, including ArcGIS Pro and ArcGIS Online.
- Support in the capture of survey-precision data using RTK GPS/GNSS base and rover equipment and other handheld tools for integration into geodatabases.
- Support in the capture high-resolution aerial imagery using drone and D-RTK equipment and process the data in Esri Drone2Map for accurate aerial mapping and geospatial analysis.
- Troubleshoot geospatial applications and solutions and provide training and technical support to NSMTC users.
- Build strong working relationships with NSMTC staff, leadership, NSMTC Member Nations, and government and non-government partners.
- Perform other technical and administrative duties as required.

Qualifications and Skills:

- Diploma or degree in GIS, Geomatics, Geography, or a related field.
- Experience working with GIS data, mapping, and infrastructure assets.
- Proficiency with ESRI ArcGIS Online (AGOL) and ArcGIS Pro or similar GIS software.
- Strong understanding of spatial data, coordinate systems, and GIS databases.



- Strong attention to detail with excellent data management and quality-control skills.
- Ability to work collaboratively with the Geomatics Specialist, NSMTC technical teams, and other stakeholders.
- Strong proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee well-being, diversity, engagement, and a sense of belonging.
- Competitive salary, pension and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals while contributing to the growth and success of First Nation communities.

Conditions of Employment:

- Successful criminal record check
- Proven ability to maintain confidentiality
- Valid driver's license and access to reliable transportation



Additional Information:

If you are passionate about directly supporting First Nations and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of the seven NSMTC First Nations.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by September 25, 2026, at 4:00 PM

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.