

**Tombill Exploration is a junior exploration company looking to prove up its resources within the Tombill Main Group of exploration claims. We are looking for an enthusiastic Community Liaison Technician to manage our external communications and relations. You will promote a positive public image and control the dissemination of information on our company's behalf. Initially this will be a part-time position with the ability to work from home, reporting to our Head of Exploration.**

**Excellent communication and writing skills make for a strong candidate. Experience in community governance or project management are important assets. Your enthusiasm and positive attitude will help you gain the support of coworkers, management and external parties alike.**

## **Community Liaison Technician**

As the company makes progress on advancing its exploration program at the Tombill Main Group property there will be a focus on how the company will interact and communicate how it conducts business. The purpose of this newly created position is to formalize and implement Tombill's community engagement protocol. Reporting to the Exploration Manager the incumbent will seek partners and business opportunities to further promote business development within the Indigenous and local communities as it relates to Tombill.

### **Responsibilities of this position include but are not limited to:**

- Assist the Exploration Manager with communications to the local and regional communities.
- Formalize a Grievance Mechanism Process to provide a format for external parties to deliver their concerns.
- Keep up to date the Record of Engagement database.
- Identify business opportunities for the Indigenous communities associated with the project.
- Identify funding partners to further leverage possible training programs.
- Coordinate required reporting to Indigenous communities and Tombill management.
- Work with the various personnel on site to ensure compliance with Indigenous Agreements.
- Investigate opportunities to improve community relations.

### **The ideal candidate will possess the following qualifications and competencies:**

- Minimum high school diploma required. College diploma or university degree in Business Administration, Economic Development, or Marketing beneficial
- Strong communication skills (verbal, presentation, writing).
- Proficiency in using MS Office suite (MS Power Point, Excel)
- Proficiency in use of social media
- Demonstrated ability to actively solicit opinions and ideas.
- Results-oriented; Ability to plan and prioritize.
- Effective spokesperson. Experience in leading projects or teams would be an asset.
- Demonstrates patience and empathy when implementing change.
- Sensitivity to the perception and needs of others.
- Valid drivers license and access to a vehicle, if not your own vehicle

Interested applicants are invited to submit their resume to: [elizabeth@tombillmines.com](mailto:elizabeth@tombillmines.com)

*We thank all candidates for their interest however, only those selected for an interview will be contacted.*  
*Tombill Exploration is an equal opportunity employer.*