



**AGNICO EAGLE**

## **Community Relations Coordinator**

### **WHAT DOES AGNICO EAGLE VALUE?**

At Agnico Eagle, our values never waver. We believe in trust, respect, equity, family and responsibility. Why? Because they express who we are, and they have helped us succeed in business for over 60 years. We value **you** – your unique set of skills and experience. We value your willingness to build those skills and make a meaningful contribution to our company. And, we value your commitment to treat every person on our team with respect, helping us to operate safely, protect the environment and make a positive contribution to our local communities.

Want to learn more about our operations? [Click here!](#)

### **YOUR CONTRIBUTION:**

Reporting to the Supervisor, Community Relations – Ontario, you will be part of the Community Relations Department. You will ensure that the goals and objectives are achieved while promoting and respecting Agnico Eagle's values, Health & Safety Code of Conduct and the environment.

- Support operations, projects and exploration related to community relations and communications, providing consistency for our Hammond Reef project;
- Support the development and implementation of plans, actions and activities that address needs and risks associated with Community Relations;
- Proactively identify and communicate to the team any potential risks and potential mitigation options;
- Document engagement and consultation activities in support of regulatory permits and approvals;
- Support implementation of commitments with Partner Indigenous Nations in conformity with internal guidelines and key performance indicators;
- Maintain records of engagement and consultation through Borealis;
- Prepare engagement summaries for participation events, consultation summaries for regulatory processes;
- Support the Community Relations grievance management process and timely response to inquiries;
- Prepare information needed to produce various internal and external reporting requirements;
- Participate and organize meetings and events, which may require overnight travel to communities and mine sites;
- Coordinate meetings including related scheduling and logistics, and provide support for community-hosted events;
- Support Social, Economic and Well Being research, assessments and monitoring activities aligned with commitments, permitting and approvals, community investments, donations, and sponsorships;
- Support the Community Relations team in the achievement of regional and corporate objectives;
- Provide input towards strategies, standards, agreements and programs that promote positive community relations and advance relationships.

### **WHAT YOU NEED TO SUCCEED:**

- University Degree or College Diploma in social sciences, humanities, communications, Indigenous studies, environmental or related field of study is considered an asset;
- Three (3) to five (5) years of relevant experience;
- Two (2) years of progressive experience working collaboratively with Indigenous Nations;
- Experience working in the mining industry is considered an asset;
- Must demonstrate a strong interest in the environment, corporate social responsibility and citizen participation;



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- Valid Driver's License and be able to travel throughout Ontario;
- Bilingualism with French, Cree, Algonquin and/or Anishinaabe are considered an asset;
- Excellent working knowledge of all Microsoft Office Suite applications especially Outlook, Excel, Word & PowerPoint.

### **YOUR WORK SCHEDULE:**

- Schedule: 40 hours per week, from Monday to Friday. A combination of tele-working with presence at either our Hammond Reef project in Atikokan, ON or our Ontario Regional Office in Timmins, ON.
- Frequent travel and working occasional evenings and weekends to accommodate community-specific events may also be required.

### **Be a part of it. Be proud of it. Be Agnico Eagle.**

We look forward to having you onboard, and while we sincerely appreciate all applications, only those candidates selected for an interview will be contacted directly by a member of our team.