



# Headwaters

LLP

## Associate Lawyer

### About us

Headwaters LLP is specialized law firm based in Treaty 3 territory. Our practice is focused on supporting the legal needs of Indigenous people, communities, and organizations. Our offices are based in Kenora Ontario, but we serve First Nation clients and organizations across Treaty territories 3, 5, and 9.

As our clients and practice are Indigenous-focused, we strongly encourage Indigenous applicants to apply.

### The Associate's Role

We are looking to add an associate lawyer to our team. In this role, the successful candidate will advise and support our clients in various ways. The Associate will be engaged primarily on matters related to employment, administrative and corporate law with an Indigenous lens. This includes providing strategic advice and legal support on matters relating to labour law, including policy development, terminations, employment contract drafting and human resource policy development, litigation, workplace safety and health matters, and privacy. The Associate will also assume matters related to corporate and economic development of indigenous and on-reserve businesses, including providing strategic advice respecting joint venture agreements, limited partnership structures, and commercial agreements.

Although the Associate's role will focus on employment, administrative and corporate law, the Associate may be engaged on a variety of files including in governance and stewardship of lands and waters; negotiations of land claims, and protected areas; negotiations with industry proponents; design and implementation of nation-based regulatory and governance processes; work relating to the Crown's duty to consult and accommodate; and domestic application of the United Nations Declaration on the Rights of Indigenous Peoples.

### Key Responsibilities

The Associate will assume carriage of small to mid-size litigation and negotiation files. Major areas of responsibility include, but are not limited, to :

- Advising clients on employment, administrative and corporate matters
- Communicating directly with leadership and management
- Representing clients in negotiations and discussions with third-parties such as government, corporate entities, and private individuals
- Drafting correspondences, legal memoranda, affidavits, pleadings, briefs, and

applications

- Drafting policies, employment contracts, independent contractor/service agreements
- Drafting corporate documents and managing business records
- Revising, drafting, revising human resource and governance policies for Indigenous governments and organizations.
- Supporting and leading workshops and training sessions with leadership, management, and staff
- Assisting in developing and executing legal and litigation strategies
- Interviewing witnesses and preparing evidence and preparing for discovery
- Facilitating community sessions on policy development and law-making, which may include Elders and knowledge keeper engagement about Anishinaabe law and teachings in dispute resolution contexts

### **Qualifications**

- Preference for 2+ years of demonstrated administrative, corporate and employment law experience
- Strong interest or experience in Treaty history, Indigenous self-determination, statutory law applicable to First Nation reserve lands, and Indigenous rights advocacy
- Proven experience and commitment to working with Indigenous governments to support self-governance and the restoration and advancement of Indigenous legal orders
- Commitment to the use and reconciliation of both Canadian and Indigenous legal regimes, and a focus on generating options and solutions for Indigenous nations and organizations that account for on-the-ground realities in First Nation communities
- Exceptional analytical, research, advocacy and negotiation skills
- Capacity to contribute to regular in-office collaboration and flexibility to travel to our clients' communities

### **Assets**

- Familiarity with both provincial and federal employment laws and labour legislation
- Familiarity with corporations, joint ventures, limited partnerships in Indigenous commercial contexts
- Familiarity with Treaties
- Familiarity with indigenous legal orders, languages and laws
- Familiarity with mining, energy and other resource-related sectors
- Experience working for First Nations on issues relating to lands and waters, in Canada or internationally
- Experience with regulatory processes, and familiarity with indigenous-led impact assessments and the duty to consult and accommodate framework
- Experience with negotiations, including with proponents and other governments

## **Our Commitments to Excellence and Inclusion**

At Headwaters LLP, we are dedicated to setting the standard for excellence in legal advocacy and client service. Our firm values integrity, professionalism, and the pursuit of quality in every client relationship. We foster a supportive environment where every team member is encouraged to grow, collaborate, and contribute to our shared success.

Our workplace culture embraces equity, diversity, and inclusion as core principles. We actively promote inclusive recruitment practices, ensuring opportunities for people of all backgrounds.

Our equity, diversity, and inclusion initiatives include regular training, community outreach, and ongoing dialogue to build a welcoming and respectful workplace.

Headwaters LLP provides competitive benefits and flexible work arrangements, supporting the well-being and work-life balance of our employees. Associates benefit from structured mentorship, professional development opportunities, and guidance from experienced leaders. We are deeply engaged in our communities, encouraging volunteerism and meaningful partnerships that reflect our values.

We invite prospective employees to join a firm that values individual contributions, prioritizes fairness, and strives to make a positive impact through both legal practice and community involvement.

If you're interested in joining our team, please send your cover letter and CV to [ctaman@headwaters.law](mailto:ctaman@headwaters.law).