



Soda Creek Indian Band

3405 Mountain House Rd, Williams Lake, BC V2G 5L5

Phone: 250-989-2323 Fax: 250-989-2300

JOB OPPORTUNITY

Natural Resources Coordinator

Job Summary:

The Natural Resources Coordinator coordinates and organizes various projects within the Xat'sull Natural Resources Department. You will contribute to the overall success of the Natural Resources Department by liaising/negotiating with government & third parties, supporting internal capacity and maintaining information as required.

Duties and Responsibilities

- Assists Natural Resources Manager in completing projects in the Natural Resources Department
- Works with and coordinates temporary staff/teams involved in any on-going projects
- Leads and organizes specific projects as required
- Liaises/negotiates with government and third parties in a professional manner
- Works collaboratively with other departments to achieve common goals
- Monitors project progress and adjusts workplans as necessary
- Critically analyze, review and prepare documentation including agreements and permits, among others
- Aids in creating/managing departmental budgets and preparing funding applications
- Provides accurate records of all meetings and events and briefs management/leadership as required
- Has knowledge of current agreements with government and industry and tracks timelines and deliverables
- Participates/organizes in various community and staff meetings to engage community members and solicit input

Qualifications:

- Degree or Diploma in Natural Resources Management or equivalent
- Familiarity with Natural resource Issues, Legislation and Operations
- Knowledge of mining and permitting processes is an asset
- Experience working with First Nations is an asset
- Valid BC Drivers License
- Must be able to maintain a Criminal Record Check
- Proficient with computers (Microsoft word, excel, powerpoint, etc) – Knowledge of GIS is an asset
- Knowledge of Secwepemc language, culture, and history is an asset

Conditions of Employment:

- Must have a valid Class 5 BC Drivers Licence
- Must be physically able to meet fieldwork requirements (moderate hiking in remote site locations)
- Office hours 8:30am-4:30pm, Monday to Friday
- Wage range from \$18.61-20.95/hr depending on experience

This position is pending on budget review.

Please submit a cover letter and current resume with three references by:

April 13, 2018 to:

Danielle Taylor: execasst@xatsull.com
