



## **Soda Creek Indian Band**

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

Phone: 250-989-2323 Fax: 250-989-1542

### **JOB OPPORTUNITY**

## **Natural Resources Referrals Assistant**

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### **Job Summary:**

The Natural Resources Referrals Assistant will contribute to the overall success of the Xat'sūll/Soda Creek Natural Resources department by assisting the Referrals Coordinator in responding to referrals and by going on site visits.

### **Duties and Responsibilities:**

1. Address referrals in conjunction with the Referrals Coordinator
2. Liaise with government/third party interest groups regarding resource development and extraction
3. Field visits to concerning referrals sites
4. Handwritten reports on field visits and photographs presented to Referrals Coordinator
5. Assisting in mapping, research, and documentation of Traditional Knowledge & Use studies

### **Qualifications:**

- Education/experience in the natural resource related sector is an asset
- Knowledge of Traditional Uses and familiarity with Traditional Territory
- Intermediate experience using computer programs, email, internet and digital mapping an asset
- Strong interpersonal skills to build professional and cooperative relationships
- Accountable; able to meet deadlines, uphold attention to detail and maintain confidentiality

### **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)
- Hours will vary, minimum 14 hours a week

**This will be a temporary, casual position from mid-May to the end of August.**

**This position is pending on budget review.**

**Please submit an application (found on Xatsull website), cover letter and current resume with three references  
by:**

**4:00 pm, May 4, 2018 to:**

Danielle Taylor, Executive Assistant [execasst@xatsull.com](mailto:execasst@xatsull.com)

3419 Mountain House Road, Williams Lake, BC V2G 5L4

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