



## 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 Referrals Coordinator**

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### **Job Summary:**

The Referrals Coordinator organizes and responds to multiple stakeholder requests for information regarding Xatšúll First Nation Title, Rights, and Interests within the traditional territory. You will contribute to the overall success of the Natural Resources Department by adequately communicating with third parties, supporting internal capacity and maintaining information as required.

### **Duties and Responsibilities**

- Respond to consultation packages with assistance from the Natural Resource staff and consultants
- Liaise with government and third parties in professional manner
- Maintain an effective tracking system for referrals and utilize NSTQ Connect Portal
- Work with other departments to collect information or develop invoices
- Utilize GIS and Google Earth to inform referrals and create digital maps
- Organize field visits as required
- Have knowledge of current agreements and fee-for-service
- Provide reports/updates to Natural Resource Manager and the community
- Participate in and facilitate various community and staff meetings
- Coordinate environmental and archeological workers

### **Qualifications:**

- Diploma in Natural Resources Management or equivalent
- Basic knowledge / willingness to learn ArcGIS
- Experience working with First Nations or in the natural resources industry
- Valid BC Drivers License
- Criminal Record Check
- Proficient with computers
- 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)
- Able to work non-standard hours of work as required
- Office hours 8:30am-4:30pm, Monday to Friday

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

**4:00 pm May 21, 2019 to:**

Deanna Dormuth, Executive Assistant Email: [execasst@xatsull.com](mailto:execasst@xatsull.com)

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