



**Soda Creek Indian Band**  
3405 Mountain House Rd, Williams Lake, BC V2G 5L5  
Phone: 250-989-2323 Fax: 250-989-2300

## **JOB OPPORTUNITY**

### **Lands Coordinator**

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#### **Job Summary:**

The Lands Coordinator is responsible for lands research supporting the Treaty process and the Natural Resource Department. This position will finish administering a land use plan and develop a process for dealing with projects on reserve and advising on matters concerning Xat'sull Territory. This person will be heavily involved with community when working toward recommendations on allocations of reserve lands to individuals.

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#### **Duties and Responsibilities:**

- Researches and conducts interviews with Elders and Xat'sull community members to gather information on different land holdings on reserve.
- Documents information regarding land holdings, incremental Treaty lands, reserve lands, and the land base.
- Conducts community meetings for input in Land Management Plan.
- Utilizes information to create a Land Management Plan for Xat'sull.
- Uses information to help the Natural Resource and Treaty Departments negotiate with government and other stakeholders.
- Creates and maintains a database of all information gathered when researching and talking with community and different stakeholders.
- Develops Land Administration/Management processes, policies and procedures.
- Develops various maps on selected lands, including internal and external boundaries.
- Utilizing a GPS to map various internal boundaries/land claims, digitizes maps and creates database of useful maps.

#### **Qualifications:**

- A minimum of a Bachelor degree in environmental studies, resource management, or planning and/or at least 5 years' experience in related field.
- Knowledge of resource management, Provincial terrestrial management policies, Provincial tenuring system, protection management planning, and project management.
- Experience working with First Nation communities.
- Experience coordinating different viewpoints and facilitating multiple parties to come to resolution.
- Experience facilitating and working with First Nations and stakeholders or in multidisciplinary groups.
- Knowledge of the use and application of computer software such as MS Word, Excel, Access, Publisher, and Power Point.
- Familiarity with GIS software.

#### **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:**

**Open till filled to:**

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

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