

JOB OPENING

MINING COORDINATOR



Job Title: Mining Coordinator

Job Summary:

The Natural Resources Mining Coordinator organizes the effective natural resource programs and services in the community advocating for sustainable and healthy communities, as well as to support the mandate to protect and implement Aboriginal title and rights, building on and using the established capacity in land and resource management to operate programs. As stewards of the Xat'sull First Nation Traditional Territory, our Resource Management Department promotes and upholds the protection of our lands and waters for present and future generations, in accordance with the sacred, traditional laws, of the Xat'sull First Nation and, insofar as other legal entities and jurisdictions such as the Province of British Columbia and the Government of Canada are concerned, in accordance with the articles set out in the United Nations Declaration on the Rights of Indigenous Peoples. The Department works cooperatively as a team, and coordinates with other Departments of the Xat'sull First Nation for the high-standard delivery of the Xat'sull First Nation laws and policies (including the Northern Secwepemc Tequlmecw Mining Policy) in a safe and inclusive environment.

The Natural Resources Mining Coordinator is knowledgeable on all mining activities (hard rock, placer, coal, industrial-aggregate, jade, etc.) and mining companies, individual miners, and maintains a current level of communication with all ministers, agents, and administrative personnel from the provincial Ministry of Energy Mines and Petroleum Resources' and Ministry of Environment, their federal counterparts, and any and all similar foreign agents and interests.

Reporting to the Natural Resource Manager, the Natural Resources Mining Coordinator is responsible for the management and oversight of all processes, procedures, and documentation, governing all past, present, and potential future mining interests. The Natural Resources Mining Coordinator is responsible for a team of staff, as well as contracted resources, and provides leadership and expertise across the Department through the full-cycle management of all mining files and their attendant projects – assessment, planning, production, closure, and post-closure.

With a deep and fundamental understanding of Xat'sull First Nation inherent jurisdiction (and Indigenous jurisdiction in general), and through proactive measures and best practices, this position respectfully leads mining project stakeholders through the requirements of the Xat'sull First Nation, from the claim staking process to post-closure of all mining activities in the spirit of co-operation with the Xat'sull First Nation, the rightful owners and stewards of the land. These responsibilities require consultation and effective communications with all groups and external interests. Responsibilities include contacting miners directly (which often involves field work over a broad area) liaising with mine managers and assisting and guiding all parties in the mining portfolio to the vision of the Xat'sull First Nation laws, policies, and principles.

The Natural Resources Mining Coordinator position requires flexibility to work weekends or after hours in accordance with project schedules; attending to urgent matters and/or emergencies; the ability to travel on short notice; physical, mental, spiritual and emotional stamina; and exposure to possible weather hazards, and industrial hazards while visiting mine sites – i.e. noisy, untidy and potentially hazardous site conditions. Other hazards include navigating an historically racist, misogynist extractive resource industry, with relatively few exceptions.

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Duties and Responsibilities

1. Coordinates referrals in conjunction with Natural Resources Manager
2. Liaises with government and third party interest groups regarding protocol development and information gathering
3. Develops proposals and follows through with action plans
4. Assists in conducting needs assessments to identify gaps and provide targeted services to the community's needs
5. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
6. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
7. Maintains database to track and follow up on all referrals and responses
8. Consults and liaises with other natural resources experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
9. Creates a safe and healthy environment
10. Carries out the communication strategy for public awareness of programs and events
11. Participates in various community support, council and committee meetings
12. Other duties as assigned or required

Education:

A university degree in Indigenous studies - governance, law and policy; and/or a university degree in environmental/earth sciences, with minimum 3 years relevant experience (supervisory experience preferred). An equivalent combination of education, training and experience could also be considered in lieu of the above requirements.

Competencies:

The Natural Resources Mining Coordinator should demonstrate competence in some or all of the following:

- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- Initiative - takes the initiative to identify new challenges or opportunities
- Leadership and Teambuilding – Coaches for employee development and provides purposeful feedback for improved performance

Skills and Abilities:

- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture
- Ability to flag, triage, and attend to priority mining situations, often in short time.
- Familiarity with Electronic Record Referral Management system, or similar system.
- Ability to generate all necessary reports, maps and other necessary documentation.
- Ability to provide effective briefings, seminars, presentations, to both small and large audiences.
- Knowledge of the National Topographic (NTS) and/or British Columbia Topographic (BCGS) map systems.
- Good knowledge of the British Columbia mining law regime.
- Overall knowledge of the mining process in its entirety.
- Management, supervisory, collaboration, communication, and listening skills.
- Flexible thinking and problem-solving.

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Experience:

- Two years natural resources experience in a similar position, or related experience

Working Conditions:

- Travel to other related organization locations will be required
- Non-standard hours of work
- Receives moderate supervision with less frequent direction and occasional review of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence
- Must be able to obtain and criminal record's check

Salary: Wage range depending on experience.

How to Apply:

1. Please provide a cover letter with salary expectations and availability.
2. Resume
3. For a complete job description please request a copy from the Executive Assistant

Email your Application to:

Leasa Williamson, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Fax to: 250 989-2300

Attention: Leasa Williamson

Soda Creek First Nations

3405 Mountain House Road,

Williams Lake, BC V2G 5L5

Application Deadline: **Tuesday May 11, 2021**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE Only those selected for an interview will be contacted.**

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.