

JOB OPENING

NATURAL RESOURCES 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 Natural Resource Department promotes and upholds the protection of our lands and waters for present and future generations. The Department works cooperatively as a team.

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. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and consults with progressive disciplinary actions as required
5. Assists in conducting needs assessments to identify gaps and provide targeted services to the community's needs
6. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
7. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
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. Carries out the communication strategy for public awareness of programs and events
10. Participates in various community support, council and committee meetings

Qualifications:

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.

An equivalent combination of education, training and experience could also be considered in lieu of the above requirements. Knowledge of Secwepemc language, culture, and history is an asset.

Conditions of Employment:

Travel is required
Must have a valid Class 5 BC Drivers Licence
Able to work non-standard hours of work as required
Office hours 8:30am-4:30pm, Monday to Friday

Open until filled.

Please submit a cover letter and current resume with three references to:
Leasa Williamson, Executive Assistant Email: execasst@xatsull.com

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.**