

Employment Opportunity



JOB TITLE: *Stewardship Assistant*

The Stewardship Assistant contributes to the overall success of the organization by assisting the Stewardship Coordinator assess natural resource development proposals according to the organization's vision, objectives, and strategic direction. The Stewardship Assistant carries out data entry, research, and project and information management for the purpose of project evaluation during the project decision-making process. The Stewardship Assistant is key asset for historical information, project & referral tracking, and as an important component to land use planning.

Duties and Responsibilities:

1. Data entry of existing historical and contemporary knowledge, data and documents into the database;
2. Processing and review of referrals;
3. Developing plans and strategies for referrals;
4. Coordinating cultural heritage assessments
5. Entry of referral information & documents into the database;
6. Information management within the database;
7. Researching information in database for reference and project evaluations;
8. Engaging with First Nations, Government, and Industry on natural resource development proposals;

Education & Qualifications:

- Grade 12 or equivalent
- Knowledge of geography, environmental issues, natural resource management, and aboriginal self-government

Skills and Abilities:

- Knowledge of information management principles, practices, policies and procedures to support the Stewardship Team in the assessment and evaluation of projects
- 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
- GIS capability is an asset.

Experience:

- 1 year of experience working with First Nations in the natural resources context.

Working Conditions

- Travel to other related organization locations may be required
- Standard hours of work
- Regular supervision & working with Stewardship Team

Type of Employment:

- 63 hours bi-weekly

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must have 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 License

Interested applicants may apply by submitting a resume, cover letter outlining their wage expectation and completed SXFN application form (Available on Website: canoecreekband.ca) to:

ATTENTION: Band Administrator
Stswecem'c Xgat'tem First Nation
General Delivery, Dog Creek, BC
Or Fax: 250-440-5679

Or email: bandadmin@canoecreekband.ca

APPLICATION DEADLINE Wednesday, August 16, 2017 at 12:00 Noon

We thank all those who apply however, only those selected for an Interview will be contacted