



Employment Opportunity

Stewardship Assistant

The Stewardship Assistant contributes to the overall success of the organization by working alongside Stewardship Department staff to develop responses to referrals and all activities that impact SXFN's Aboriginal Rights and Title. The Stewardship Assistant carries out and supervises data entry, research, information management and traditional use and archaeological assessments for the purpose of project evaluation during the project decision-making process.

QUALIFICATIONS:

Education:

- An Bachelor's Degree in a field related to First Nations natural resource governance (i.e. First Nations studies, public policy, land use planning, environmental studies, geography, public administration, law, political science) and a minimum of 1 years' experience.
- **OR** a combination of education, training from a recognized institution and at least 3 years related experience may be considered (resource management or program management experience and demonstrated experience participating on project teams to develop and foster respectful and productive First Nations governance structures).

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, GIS, 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

Type of Employment:

- 70 hours bi-weekly

Working Conditions:

- Field work and walking through traditional territory to assess impacts required
- Travel to other related organization locations will be required
- Standard hours of work
- Regular supervision & working with Stewardship Team

Conditions of Employment

- Must have a Criminal Records Check
- Must have a valid BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle.

Interested applicants may apply by submitting a resume and a cover letter outlining their related work experience and wage expectation. Job Description available upon request.

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: Friday, June 15, 2018 at 12:00 Noon