



CARRIER CHILCOTIN TRIBAL COUNCIL

59 – 1st Ave South

Williams Lake BC V2G 1H4

Phone: (250) 398-7033 Fax: (250) 398-6329

EMPLOYMENT OPPORTUNITY

Land and Resources Officer

Full-time Term Position August 8, 2017 to March 31, 2018 with possible renewal

Description:

Carrier Chilcotin Tribal Council (CCTC) is seeking to hire a Land and Resources Officer in a newly created position to further the objectives for the Southern Dene Nation Alliance (SDNA). CCTC administers the operation of SDNA. SDNA is composed of the Lhoosk'uz Dene Nation, Lhtako Dene Nation, Nazko First Nation and Ulkatcho First Nation. SDNA is a dynamic and growing Nation that demonstrates strong leadership in asserting inherent rights and title, supporting a vibrant economy, while sustaining a healthy natural environment. We are a diverse and progressive organization of professional, creative and dedicated team members and leaders.

This position will develop a community driven plan to assist member Referral Officers to increase their capacity to respond to referrals while being proactive in expanding the range of issues we can respond to. The successful candidate will develop a Nation based system to support a collaborative approach to referrals to assist the communities. This position will be working generally in subject areas of: Land Stewardship, Resources, Fish, Wildlife and assisting on Rights and Title areas.

The position will add technical capacity to the community based Referral Officers using Geographic Information Systems and other technical support.

Who can apply?

1. The successful candidate must have an undergraduate degree in one of the following: anthropology, ethnography or geography (or a resource science related degree), with at least a minor in geomatics and be familiar with inner government workings, especially the provincial government's land ministries (Forests, Lands and Natural Resource Operations, Energy and Mines, Environment and related agencies); an acceptable combination of recent related work experience and education will be also considered;
2. The successful candidate should have a minimum of three year's experience in geomatics or a related Geographic Information Systems experience;
3. 1-3 years' experience working for a First Nation government, business or organization would be an asset;

Abilities & Skills:

- The candidate must have a demonstrated ability to work independently as well as part of a team;
- Highly organized and able to work under pressure with minimal supervision to meet deadlines;

- Excellent oral and written communication skills;
- Must possess excellent organizational, interpersonal and public relation skills;
- Possess strong skills in Windows, MS Office Suite (Word, Excel, Powerpoint, and Publisher) as well as Outlook;
- Possess the ability to network, build effective relationships, communicate appropriately and represent the CCTC at meetings and other gatherings;
- Should have a good knowledge of Carrier and Chilcotin communities, organizations, culture and traditions; these skills and the ability to speak Carrier or Chilcotin, would be an asset;

Essential Functions and Duties:

1. Supplies expertise to help assess land development proposals or, if not within officer's area of expertise, finds expertise and resources to assist in the assessment process;
2. Selects, develops and uses suitable computer software system to assess proposals while tracking each stage of the referral process and;
3. Builds a databank of information to record decisions to help determine future responses;
4. Records, documents and catalogues communication with referral officers, supervisors, subordinates and outside parties and provides training to referral officers to implement at community level;
5. In meetings, provides backing research, collection of agenda items, preparation and distribution of agenda packages, create presentations, record and transcribe discussions to appropriate levels of the organization;
6. Organizes and schedules meetings, appointments, teleconferencing and travel;
7. Researches and writes funding proposals to maintain and grow the department;
8. Manages financial expenditures, reporting and data entry; maintains and troubleshoots specialized office equipment related to the specific work engaged in cooperation with relevant personnel or service persons.

Start date, salary & location:

The position starts August 8, 2017. Salary range is \$50 – \$62K and will be determined based on qualifications and experience. The location of this position will be at our Williams Lake office.

If you are qualified and want to become part of the CCTC team, please email, your cover letter, resume and three (3) professional references (in Word or PDF format) in confidence by **12:00 p.m., Friday, July 14, 2017** to the attention of Bert Groenenberg, Operations Officer (please quote Land and Resources Officer position in cover letter and include "Self-Identified", if you are voluntarily identifying yourself as First Nations or Aboriginal.)

Email: b.groen4@carrierchilcotin.org

No applications accepted beyond the closing deadline. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. **No phone calls please.** No interview or relocation costs will be provided. Position is dependent upon funding. All applicants must be eligible to work in Canada.