

## JOB OPENING

# NATURAL RESOURCE COORDINATOR



**Job Summary:** The Natural Resources Coordinator coordinates and organizes various projects within the Xatsúll Natural Resources Department. Projects that the Natural Resources Coordinator will focus on may include fire recovery, emergency planning and support on other department files. You will contribute to the overall success of the Natural Resources Department by liaising with government & third parties, supporting internal capacity and maintaining information as required.

**Duties and Responsibilities:**

- Assists Natural Resources Manager in completing projects in the Natural Resources Department
- Works with and coordinates temporary staff/teams involved in any on-going projects
- Liaises with government and third parties in a professional manner
- Works collaboratively with other departments to achieve common goals
- Monitors project progress and adjusts workplans as necessary
- Aids in creating/managing departmental budgets and preparing funding applications
- Provides accurate records of all meetings and events and briefs management as required
- Has knowledge of current agreements with government and industry and tracks timelines and deliverables
- Participates/organizes in various community and staff meetings to engage community members and solicit input

**Qualifications:**

- Diploma/Degree in Natural Resources Management or equivalent combination of education and experience
- Familiarity with natural resource issues and a willingness to learn
- Experience working with First Nations is an asset
- Proficient with computers (Microsoft word, excel, powerpoint, etc)
- Knowledge of Secwepemc language, culture, and history is an asset

**Conditions of Employment:**

- Must have a valid Class 5 BC Drivers Licence
- Must be physically able to meet fieldwork requirements (moderate hiking in remote site locations)
- Office hours 8:30am-4:30pm, Monday to Friday

**Email your**

**Application to:**

Human Resources

**Email:** [hr@xatsull.com](mailto:hr@xatsull.com)

**Mail your Application to:**

**Fax to:** 250 989-2300

**Attention:** Human Resources

Xatsúll First Nation (Soda Creek First Nations)

3405 Mountain House Road,

Williams Lake, BC V2G 5L5

**Application Deadline:** Open until filled

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.