



NATURAL RESOURCES COORDINATOR

Type of Position: Full-time, permanent

Closing Date: Until Filled

About the Position:

Xat'sull First Nation, a dynamic Indigenous community is located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

Reporting to the Natural Resources Manager, the Natural Resources Coordinator provides support in the development and implementation of Natural Resources Department programs and projects in a manner that supports Xat'sull First Nation's inherent title, rights, and interests. You will contribute to the overall success of the Natural Resources Department by managing deadlines, records, correspondence, and deliverables for Department programs and projects. This also includes coordinating internally to ensure Xat'sull strategic priorities, title, rights, and interests guide consultation processes and liaising and developing working relationships with outside agencies and organizations. Finally, the Coordinator provides support in policy, programs, and administrative matters in addition to taking on other duties as required.

Skills and Qualifications

Knowledge, Skills, and Abilities:

- Knowledge and understanding of First Nations communities, ancestral responsibilities, title and rights, Indigenous sovereignty, culture, and history related to reconciliation including the UN Declaration of the Rights of Indigenous Peoples (UNDRIP) are essential
- Familiarity with Xat'sull First Nations territory and history, title, rights, and governance
- Knowledge of Secwepemc language, culture, and history is an asset
- Strategic thinker with excellent analytical and problem-solving skills
- Strong written and verbal communications skills
- Familiarity with natural resource issues, legislation, and operations
- Able to work independently and proactively to identify and address new opportunities
- Strong interpersonal skills to build professional and cooperative relationships with colleagues, community, and external organizations
- Ability to multi-task, work on various projects simultaneously, and adhere to tight deadlines while staying on

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Phone: (250) 989-2323 / Fax: (250) 989-2300
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track and upholding attention to detail

- Ability to maintain confidentiality and use tact and good judgment in dealing with sensitive and complex
- Intermediate level of proficiency in the use of computer programs including Microsoft Office, digitized mapping, and internet applications

Experience and Education Requirements:

- Bachelor's degree in environmental-, natural resource-, forestry-, lands-, or arts-related fields, including First Nation Studies, Anthropology, or Political Science; or the right combination of experience and education.
- One to three years of experience working in environmental-, natural resource-, forestry-, lands-, or arts-related fields.

Other Requirements:

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled.

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

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