



## Coordinator of Land Referrals

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<b>Wage:</b>	\$45,000 - 65,000 Annual Salary, dependent upon experience
<b>Benefits:</b>	Paid sick days for yourself and family, 4 weeks of vacation, comprehensive benefits package, 5.5% employer matched pension
<b>Hours:</b>	Full-Time, Monday to Friday 8:00am – 4:00pm (Flexibility to accommodate program needs)
<b>Location:</b>	Kwadacha Nation, Fort Ware, BC

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### About Us

Kwadacha Nation, also known as Fort Ware, is located approximately 570 km north of Prince George, at the confluence of the Fox, Kwadacha, and Finlay rivers in the Rocky Mountain Trench. Kwadacha Nation strives to maintain a balance of resources and the needs of our people for current and future generations as taught by our ancestors. Our vision is that Kwadacha Dune are healthy, prosperous, self-sufficient, and protectors of khuta khudowa uwidlah (everything the creator gave us).

### Responsibilities

Reporting to the Director of Lands and Natural Resources, the Coordinator of Land Referrals is responsible to manage provincial government resource development referrals, analyse the information, effectively communicate the information to Nation's leadership and/or members, and provide a response back within the set referral timeline.

- Analyze industrial referrals and provide technical assistance to participating First Nation's proposed industrial operations.
- Perform research on diverse referral topics (forestry, mining, wildlife, archaeology, etc.), First Nation regulations, values, and standards, and apply them to referral responses effectively.
- Collaborate with participating First Nations in developing referral and sharing information.
- Review referrals by government and identify any issues or concerns to address accordingly.
- Lead project coordination and support dependant on the project and community meetings.
- Data and information organization for partner licensees, sends out communications, and collects notifications on behalf of forestry licensees to trapline holders.
- Liaise with other lands program and participate in meetings with licensees and government.
- Participate in workshops and information sessions and application of knowledge to future referrals and communication to team members.

### Qualifications

- Diploma or equivalent; Degree or two (2) years' work experience in Forest management, or a related field will be considered an asset.
- Valid Driver's license required.
- Excellent organization, problem-solving skills, and communication skills.

**To Apply:** Send a resume to

**Jessica Wiens**

Director of Lands and Natural Resources

JWiens@kwadacha.com

*In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.*