

## EXTERNAL POSTING

**TITLE:** Lands and Resources Coordinator  
**REPORTS TO:** Acting, Director of Lands, Resources and Treaty Rights  
**LOCATION:** Lands Building (office and in the field)  
**TERM:** Full-time, temporary; (immediate, until January 2019); fill for leave  
**SALARY:** Grade 5 (\$25.96 - \$30.11, per hour), pending credentials  
**CLOSING DATE:** **May 18, 2018 at 4:30 p.m.**



---

### SCOPE

---

Under the direction of and reporting to the Acting Director of Lands, Resources and Treaty Rights, the Lands and Resources Coordinator works as an integral part of the FNFN Lands team to liaise with external governments and other partners to develop land and resource management solutions for the protection of FNFN treaty rights. The Lands and Resources Coordinator supports the FNFN Referrals Assessor(s) by leading operational engagement and providing technical analysis and solutions development for decision-makers. This position also leads FNFN operational land management initiatives including, work planning, compliance, monitoring, site assessment and restoration activities. Other related duties as required.

#### Candidate Profile:

***The employer will consider co-op student applicants who are planning to return to studies in the winter 2019 semester, and will also consider graduate students seeking experience.***

The Lands and Resources Coordinator must have a positive, upbeat personality with a high level of energy and a strong desire to keep the Lands team informed, while balancing interactions with multiple multidisciplinary teams and professionals and external government agencies. The successful candidate is able to work independently while positively contributing to a teamwork environment and has experience managing and completing multiple projects within established timelines. Core competencies will include:

- Information seeking and communication
- Planning, Organizing and Coordinating
- Innovative and Solutions based
- Listening, Understanding and Responding
- Teamwork and Cooperation
- Conceptual Thinking

### MINIMUM QUALIFICATIONS

---

- Two (2) years' post-secondary certificate/diploma in resource management, or acceptable equivalent and combination of experience in a relevant field (optional two years of studies for co-op students);
- Two (2) years' experience working with First Nations communities or organizations (optional for student applicants) ;
- Professional demeanor and strong verbal and written communication skills;
- Experience managing projects and leading project teams;
- Proficient computer skills, including document formatting and file management;
- Demonstrated experience working effectively in groups, as a team player, and independently in a fast-paced environment;
- Successful completion of a criminal record check;
- Class 5 Drivers License.

## **DESIRED QUALIFICATIONS**

---

All of the above mentioned, as well as:

- Bachelor's degree in resource management or acceptable equivalent;
- Four (4) years experience working directly in lands planning for a First Nations community; or a combination of comparable experience working within First Nations government and organizations;
- Demonstrated experience working with all levels of government, community, and industry in a professional manner;
- Experience working with Aboriginal and Treaty Rights;
- Experience participating in the development of strategic natural resource management solutions and strategies;
- Experience resolving conflicts in a manner that satisfies multiple interests, in a natural resource management context;
- Experience working with resource and environmental management legislation, regulations and policies.
- Ability to communicate in Dene and/or Cree.

## **APPLICATION INSTRUCTIONS**

---

**Closing Date:** May 18, 2017 at 4:30 p.m. **Start date:** Immediate. **Salary:** \$25.96 - \$30.11 per hour, pending certification(s), experiences, knowledge and skills. Preference may be given to local and/or First Nation's qualified applicants. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, professional development and career advancement opportunities. To forward your resume, respond to:

**Stacy Mitro, Director of Human Resources, Safety and Research**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [stacy.mitro@fnnation.ca](mailto:stacy.mitro@fnnation.ca)

***We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.***

\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.