JOB OPPORTUNITY
Natural Resources Coordinator

Job Summary:
The Natural Resources Coordinator coordinates and organizes various projects within the Xatsůll 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/negotiating 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
- Meets with Community Emergency Planning group to update the plan
- Leads and organizes specific recovery projects as required
- Liaises/negotiates 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

Please submit a cover letter and current resume with three references by 4:00pm on March 29th 2019 to:
Deanna Dormuth: execasst@xatsull.com
or by FAX: 250-989-2300