



P: 250.567.9293 | F: 250.567.2998
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POSITION: Land & Resources Assistant Manager
HOURS: Full-Time
REPORTS TO: Land & Resources Manager
ANTICIPATED START DATE: Immediate

SUMMARY OF POSITION:

The Land & Resources Assistant Manager assists the Land & Resource Manager where necessary in the associated duties of managing various projects, operational policies, plans, and procedures according to the current priorities of the Saik'uz First Nation Chief and Council. The Land & Resources Assistant Manager will also be responsible for assisting in Government and Industry referrals by records maintenance, drafting an appropriate response, identifying potential issues with proposed activities, and ensuring that all recommendations are aligned with any current and future land use plans, cultural practices and ideals, and resource use plans (e.g. Yinka Dene Water Policy). Common referral requests are from: forestry, oil and gas, mining, archeology, range, transportation, guide outfitters, pest management, and water licenses. The position provides back-up in the absence of the Land & Resource Manager. It is expected that this position will promote good working relationships with other First Nation communities to achieve common goals, as well as with various Government agencies and industries.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist the Land & Resource Manager in all facets of Land Management where necessary such as research for law development, procedures, land use management policy, operational planning & evaluation.
- Assist the Land & Resource Manager with maintaining and updating the land work plans, and budgets where required.
- Liaise with the provincial government and proponents regarding referrals, project agreements, and information sharing files.
- Facilitate dialogue between Saik'uz First Nation, various provincial ministries, and licensee representatives, aimed at addressing stewardship issues for proposed operations.

- Implement and maintain information management systems for the Land & Resource department
- Working with the Land and Resource Manager, and occasionally Chief and Council in formulating and approving responses to referrals.
- Assist in the development of partnerships with industry working in our territory.
- Assisting with data organization, input, and storage for Saik'uz Guardian Program when necessary.
- Attend meetings to present information as required.
- Keep informed of activities on Saik'uz First Nation territory.

QUALIFICATIONS & SKILLS:

- Post-Secondary diploma/degree in political science, natural resources, forestry, anthropology, First Nations studies, or similar program OR 1-2 years work experience in a Land's Management office or referrals position.
- Ability to work individually on projects and as part of a team.
- Problem-solving skills.
- Ability to complete tasks in a timely and professional matter
- Experience with reserve and overall territory land matters.
- Experience working with First Nation communities and committees.
- High level of competency using computer software including Microsoft Office or equivalent.
- Experience with GIS; foundational understanding of GIS
- Basic skill of analyzing spatial data
- Excellent interpersonal, verbal, and written communication skills.
- Ability to write proposals, reports, correspondence and present in public settings.
- Experience working with confidential information and the ability to be professional in stressful circumstances.
- Knowledge of Saik'uz First Nation cultural protocols and traditions is desired.
- A valid Class 5 BC Driver's License and completion of a criminal records check is required.

WORKING CONDITION CONSIDERATIONS:

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of General Manager.

COVID-19 PRECAUTIONS:

To keep our staff as safe as possible, we've installed plexiglass barriers at reception, provided hand sanitizer to all workstations and masks to all staff, and marked out 2-metre safe zones around all workstations and in high-traffic areas. Additionally, the Saik'uz Band Office is open on an appointment-only basis to ensure the tracking of those visiting the building, allow for proper sanitizing after each visitor, and keep the number individuals in the building at any one time within the guidelines provided by BC's Public Health Officer.

Please submit a copy of your cover letter and resume to Kasandra Turbide, Land & Resources Manager, in-person at the Saik'uz First Nation Band Office or via email at land.manager@saikuz.com. Mussi!

We thank everyone for their interest; however, only those shortlisted for an interview will be contacted. We appreciate your understanding!