



## Job Posting

### Saik'uz First Nation Land & Resource Referral Officer

Saik'uz First Nation is seeking a full-time employee for the position of Land & Resource Referral Officer. This person will assist the Land & Resource Manager with functions relating to land referrals, work with a variety of governmental agencies and industries, and follow the current priorities of the Saik'uz First Nation council. This position provides back up in the absence of the Land & Resource Manager as needed.

**Job Title:** Land & Resources Referral Officer  
**Hours of Work:** Full-time (35 hours/week; 8:30AM-4:00PM)  
**Reports to:** Lands & Resources Manager

#### Minimum Qualifications:

- 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
- Exceptional communication and organizational skills
- High level of competency using computer software including Microsoft Office or equivalent
- Basic skill of analyzing spatial data with a foundational understanding of GIS
- Ability to work well both with others and independently
- Ability to write proposals, reports, and correspondence, and to present in public settings.
- Strong written, oral, and interpersonal communications skills
- Knowledge of Saik'uz First Nation cultural protocols and traditions, or the willingness to learn.
- Punctual, reliable, and ability to perform physical duties as required.
- Criminal record check
- Vehicle is required: Proof of valid driver's licence – class 5 (Class 4 is an asset) and current abstract

#### Competencies:

- Ability to work well with the public, to manage and resolve conflict, and to maintain confidentiality
- Strong leadership and positive qualities
- Coordinated and organized to provide activities that promote community interaction
- Performance of other duties as required with a positive attitude

**How to apply:** Please submit a cover letter and resume to Kasandra Turbide, Land & Resources Manager, by July 22<sup>nd</sup>, 2019, either in person or via email at [land.manager@saikuz.com](mailto:land.manager@saikuz.com).

**Considering for this position will first be given to qualified Saik'uz members.**

***We thank everyone for their interest; however, only those selected for an interview will be contacted.***