



Employment Opportunity

Job Title: **Leq'á:mel Referrals Officer**

Summary of Position:

The **Leq'á:mel Referrals Officer** will manage and respond to all development referrals pertaining to BC Hydro, MOTI and the Water Sustainability Act, and act as a member of the Leq'á:mel Technical team. On specific referrals pertaining to BC Hydro, MOTI and the Water Sustainability Act, assist in facilitating engagement and consultation for accommodation; explores and utilizes opportunities for capacity building for governance on land and resource stewardship and management as part of the mission to protect and promote Leq'á:mel's Aboriginal rights and title in their traditional territory.

Key Duties & Responsibilities:

- Report and work with the Director of the Leq'á:mel Natural Resource & Lands Department
- Receives, reviews and researches referrals.
- Identifies impacts and opportunities associated with referrals.
- Drafts referral response letters.
- Facilitates internal referral review and decision making.
- Track all incoming referrals and response on excel spreadsheets and
- Report to the Director of the Leq'á:mel Natural Resource & Lands Department on the status of all referrals on a monthly basis.
- Protect and promote the Tribe's Aboriginal Rights & Title.
- Develops, supports and maintains working relationships with government and other First Nation Communities.
- Review Land and Resource Plans, Policies, Processes and Projects.
- Explore and pursue funding opportunities.

Knowledge, Skills & Abilities:

- Knowledge of the Referral Process and Resource Management.
- Effective organizational, planning and problem-solving skills.
- Ability to effectively communicate both verbally and in writing.
- Ability to work independently and as part of a team.
- Ability to build and maintain strong relationships both internally and externally.
- Strong analytical skills.
- Resourceful with strong research skills including the ability to read and interpret maps.
- Up-to-date knowledge of First Nations political, social and legal issues and Title and Rights.
- Knowledge of land information management system, natural resources legislation, Land Surveys act, Planning and Development act, Indian Act, Municipalities Act, First Nations Management Act and local area plans.
- Intermediate MS Office skills and proficiency with Arc View and GIS.

Training, Education & Experience:

- 3-5 years progressive, related experience.
- Experience with GIS application on land and resource planning.
- Experience in an indigenous environment.
- A Valid Class 5 Drivers' license is required.

Applicants should submit a resume with reference and cover letter to:

Attention: Shawn Gabriel – Referrals Engagement Coordinator
Email: referrals_engagement@leqamel.ca
Fax: (604) 826-7976

Deadline: Friday March 15, 2019