



## Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road  
Chilliwack, BC V2R 4G5

April 3, 2024

### CSF PROGRAM COORDINATOR

#### EXTERNAL

Stó:lō Service Agency (SSA) requires the services of a Program Coordinator to fill a vacancy within the Stó:lō Research and Resource Management Centre (SRRMC).

The Program Coordinator is an enthusiastic and collaborative individual, dedicated to advancing Stó:lō-led Indigenous stewardship of the land, water, and the natural and cultural resources within S'ólh Téméxw (Stó:lō traditional lands; the lower Fraser River watershed). They will join a multi-disciplinary **Environmental Stewardship and Research** team and department (SRRMC), with expertise in archaeology and cultural heritage protection, language conservation, cultural education, geomatics, land stewardship and governance, planning, environmental and cultural assessment, and collaborative stewardship initiatives with government and academic partners. Work is carried out within a community-based framework grounded in Stó:lō principles and worldview.

The Program Coordinator will play a central role supporting departmental operations for the S'ólh Téméxw Stewardship Alliance Collaborative Stewardship Forum (BC-STSA CSF) with project planning and implementation. The S'ólh Téméxw Collaborative Stewardship Forum (CSF) allows the Province and the STSA to explore the development and implementation of joint stewardship activities to mitigate impacts to values of importance for environmental sustainability (<https://thestsa.ca/stsa-operations/csf/>).

Core responsibilities of the CSF Program Coordinator will include: **a)** The Program Coordinator will provide support to members of the British Columbia – S'ólh Téméxw Stewardship Alliance Collaborative Stewardship Forum (BC-STSA CSF) Lets'emó:t Committee. including responding to requests from the Lets'emó:t Committee to direct to the CSF Project team **b)** supporting the development of project proposals, work plans, and budgets; **c)** project tracking and reporting; **d)** coordinating with project collaborators and contractors; **c)** supporting the development and implementation of processes and protocols for the STSA project teams; **d)** maintaining project files and documents; **e)** organizing project meetings and events, including meeting preparation/set-up, scheduling, note-taking, and action item follow-up; **f)** assisting with communications and sharing of project outcomes with a range of audiences, particularly Stó:lō First Nations leadership and community members; and **g)** other tasks as prescribed.

This position will report to the SRRMC Environmental Stewardship and Research Unit Manager. The successful candidate will be based at the Chilliwack SSA office, with hybrid/flexible work options available (e.g., 2-3 days a week working remotely).

#### QUALIFICATIONS/REQUIREMENTS:

- Applicants must hold a master's degree or equivalent experience in a relevant field such as: Community and Land Use Planning; Environmental Science; Natural Resource Management; Cultural Heritage Resource Management; Forestry; Biology; Indigenous Studies; Geography; Ecology; Biology; Cultural Studies.
- Experience working collaboratively in a team setting.
- Analytic experience in policy and/or development planning and decision-making process analysis
- Strong verbal and written communication skills (e.g., making presentations, writing reports, proposals, briefing notes, etc..).
- Ability to take direction and work independently with minimal supervision.
- Experience working with budgets and managing project expenses.
- Demonstrable skills with a variety of computer programs including MS Office.
- Ability to discuss technical components of process and planning to a wide range of audiences.
- Strong project coordination skills with the ability to keep an organized record of project materials and related information.
- Willingness and ability to do fieldwork.
- General understanding of Stó:lō First Nations, culture, traditions, history, and current land/resource issues, and dedication to learning more.
- Ability to maintain healthy working relationships with staff, community members, and representatives of other organizations.

#### **Successful candidates will be required to provide the following if screened in for an interview:**

- Proof of education documentation.
- References: The names, phone numbers, and email addresses of three references (e.g., recent supervisors/managers).

#### **Other requirements:**

- Must possess and maintain a valid Class 5 BC Drivers' License.
- Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.
- Must be fully vaccinated for Coronavirus/Covid-19 with a Federally approved vaccine.

#### SALARY RANGE:

**\$56,000 – \$65,000 per annum**, commensurate with qualifications/experience.

#### TYPE OF POSITION:

**Full-time with benefits**, subject to 3-month probationary period.

**APPLICATIONS DEADLINE:**

**4:00 PM, Friday April 19, 2024**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

**Stó:lō Service Agency Personnel Department**  
**Bldg. #8A –floor 1- 7201 Vedder Road**  
**Chilliwack, BC V2R 4G5**  
**Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)**

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://www.stolonation.bc.ca)

*We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.*