

Simpcw First Nation

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JOB POSTING

DEPARTMENT:	Natural Resource
SUPERVISOR:	Natural Resources Manager
POSITION/TITLE:	G2G Coordinator
TERM:	Full-time (25 - 35 hours/week)

Simpcw First Nation (Simpcw) is a progressive organization with their main office located in Chu Chua near Barriere, BC and less than one-hour drive from Kamloops, BC. Simpcw offers competitive remuneration packages to their full-time employees and has a friendly, positive work environment with great career advancement opportunities.

The Natural Resource Department is responsible for the overall health, conservation, protection and management of Simpcwul'ecw. This includes protecting Simpcw's rights, title and interests while providing the basis for a competitive resource industry with high cultural heritage, environmental standards and sustainability for Simpcw.

Nature & Scope of Work:

The incumbent works independently but takes direction from and reports directly to the Natural Resource Manager, with regards to the tasks and activities that are required to maintain the responsibilities of the position. The Simpcw G2G Coordinator will act as a liaison and primary point of contact between the Simpcw Council, Simpcw technical staff, Qwelmin'te Secwepemc (QS) staff and signatories, and where required the Province, by communicating and coordinating the various strategic initiatives and work required to successfully advance the implementation of the QS G2G Letter of Commitment (LOC). The Simpcw G2G Coordinator will be responsible for ensuring that Simpcw is fulfilling its participatory role and commitments to the LOC at the highest standard possible.

Specifically, the Simpcw G2G Coordinator is responsible for conducting tasks that will ensure the overall purpose, operational goals and objectives of each of the strategic initiatives and commitments as per the LOC, as well as other relevant tasks that may be assigned from time to time, are completed within respective timelines and budgets. The Simpcw G2G Coordinator will work closely and collaboratively with the various interjurisdictional tables provided for under the LOC which includes: Leadership Council, Joint Council, Senior Council, QS 360 Working Group, Forestry Working Group and Wildlife Group. Moreover, the Simpcw G2G Coordinator will be integral in facilitating, supporting, and contributing to work required to advance and transcend the LOC towards a long-term recognition agreement.

Qualifications:

- A degree in Political Science, Law, First Nations Studies, Natural Resources or related discipline or 3-5 years work experience in a similar work environment or an equivalent combination of education, training and/or experience.
- Considerable knowledge of government policy and natural resource disciplines, activities, legislation, laws and acts.
- Strong knowledge, experience and appreciation of Secwepemc and Simpcw First Nation culture, values, history and protocols.
- Must have a valid BC Driver's license and successfully pass a Criminal Record Check.

Knowledge and abilities:

- Experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Excellent interpersonal and communication skills, demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze and resolve issues.
- Experience and ability to prepare and draft a variety of documents including: briefing notes and recommendations to Chief and Council, policy or guidelines, ministerial correspondence, reports, and presentation materials.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Ability to maintain an active participation in and protection of the Simpcwul'ecw (Simpcw Territory).
- Ability to research, collect and verify data and prepare associated reports and other documents.
- Expertise in establishing project priorities and ability to meet deadlines.
- Self-motivated and strong ability to take initiative.

Hours of Work: Normal day shift – 7 hours; Monday to Friday.

Deadline for Applications: February 7, 2020

Job Commences: February 24, 2020

Submit a cover letter and resume that demonstrates your qualifications and experience via email to:

Lynn Guitard, NRD Assistant Lynn.Guitard@simpcw.com

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.