

JOB POSTING



'Wùikinuxv Nation – Engagement Coordinator

The 'Wùikinuxv Stewardship Office is looking to hire an Engagement Coordinator who will be responsible for tracking and coordinating responses to crown government referrals. They will lead engagement with the Kìitit community and broader 'Wùikinuxv population about all proposed activities and ensure that 'Wùikinuxv knowledge, management practices and community direction guide activities within 'Wùikinuxv Territory.

The ideal candidate is someone who:

- is good at keeping things organized;
- has a high level of written and oral communication skills;
- is able to track, prioritize and complete multiple tasks; and
- is proficient in using computer programs, such as: word processing, spreadsheets, teleconferencing, and email.

Primary Duties:

- Track, assess, and respond to incoming government referrals
- Liaise with relevant government representatives, 'Wùikinuxv Stewardship staff, proponents, and the 'Wùikinuxv Stewardship Committee when responding to provincial engagements
- Track, assess, and respond to direct engagements related to media, research, development, filming, tourism, and other requests.
- Liaise and coordinate with 'Wùikinuxv Stewardship Staff and the 'Wùikinuxv Stewardship Committee to develop agreements between the Nation and the proponent.
- Maintain 'Wùikinuxv's referral tracking database (Cedarbox) and ensure it is functioning as intended.
- Develop and maintain an organized system for storage of important archival information.
- Prepare updates, information briefs and summaries for the 'Wùikinuxv Stewardship Committee and Nation decision makers to maintain communication regarding engagements.

Qualifications:

- Experience working with First Nations, stakeholders, and/or government agencies;
- Experience with project planning and management;
- Ability to remain highly organized on multiple files and deliver projects under tight time constraints;
- Post Secondary degree or diploma or equivalent local lived experience;
- Ability to work effectively in a highly dynamic team environment, virtual and in-person and with a significant level of autonomy and self-motivation;
- Ability to manage difficult situations and to use facilitation skills to find consensus solutions;
- Ability to summarize and interpret complex, detailed information into plain language documents and presentations, and to produce publishable reports and documents;
- Knowledge of modern office practices and computer skills, software, and equipment including competency with Office 365. Experience with GIS and database software is an asset;

- Excellent communication (oral and written) skills; and
- Skills including creativity, patience, persistence, tact, and conscientiousness.

Additional qualifications and characteristics that are important for the position include:

- Familiarity with 'Wùikinuxv Territory and stewardship values;
- Experience working with First Nations, stakeholders, and government agencies;
- Awareness of the importance of Indigenous laws, rights and title issues and traditional ecological knowledge to marine stewardship;
- Knowledge of federal and provincial law related to the natural resource management;
- Knowledge and understanding of First Nations regional planning processes and engagement frameworks;
- Experience engaging and collaborating with the federal and provincial governments; and
- Willingness to travel to and work from Rivers Inlet on a regular basis

Position details:

- Full-time
- Wage – \$32-36/hr + benefits, depending on qualifications and experience.
- Reports directly to the 'Wùikinuxv Lands Manager and works collaboratively with all members of Stewardship Team.
- Full Job Description available upon request.

***Please submit your cover letter and resume to:
Calen May-Tobin –Lands Manager, 'Wùikinuxv Stewardship Office
Email: lands_manager@wuikinuxv.net
or in person to the Band Office by Sunday, January 26, 2025***