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| Position | Lands Engagement Coordinator |
| Department | Lands, Resources and Fisheries |
| Supervisor | Lands Manager |
| Wage / Salary Range | \$31.00 - \$35.00 per hour, depending on education and work experience |
| Status | Full time hours (72 hour pay period) |
| Location | Taku River Tlingit First Nation (TRTFN) Atlin, BC. |
| Date created | March 14, 2024 |
| Date edited | March 19, 2024 |
| Date posted | |

POSITION SUMMARY

The Lands Engagement Officer is responsible for effectively and efficiently implementing the G2G (Government to Government) engagement process as set out in the *Wóoshtin Yan Too.Aat Land and Resource Management and Shared Decision Making Agreement* and other similar G2G agreements that might be established with Federal or Territorial governments, and providing additional assistance to the G2G Forum and Joint Initiatives. Duties include relationship management with all levels of government, third parties, and TRTFN citizens. In addition, this position manages applications for exploration and in accordance with agreements and TRTFN policies.

DUTIES AND RESPONSIBILITIES

- Providing technical and process support to the TRTFN Lands Manager to implement the shared decision-making arrangements set out in the *Wooshtin Yan too.aat - Land and Resource Management, Shared Decision-Making Agreement* (G2G Agreement) and any other G2G agreements with Territorial or Federal Governments, future, and current.
- Facilitating TRTFN’s decision making for all resource development activities in the TRTFN Territory, in accordance with the direction set out in the *Wóoshtin wudidaa – Atlin Taku Land Use Plan* and TRTFN policies.
- Working collaboratively with proponents in all resource sectors to build stable long-term relationships that reinforce the responsible use of the land.
- Identify, analyze, address, and provide technical support for the TRTFN Land and Resources Department to assist in resolving issues in potentially adversarial situations regarding land use.
- Engaging the community for input on TRTFN Lands and Resource use.
- Assisting with the TRTFN's Northern Territory (Yukon) ongoing traditional territory claim.
- Internal support for the TRTFN Land and Resources Department:
 - Acquire detailed knowledge of relevant files, agreements, treaties, legislation, policy, and procedures and utilize this knowledge to deliver services.

- Participate in the development and implementation of departmental and team goals and workplans.
- Contribute to ongoing improvement in organizational practices and procedures.
- Incorporate relevant details of development proposals into the existing TRTFN Trailmark database.
- Provide support as requested for TRTFN Trailmark or other GIS databases
- Establish networks, build, and maintain rapport and productive working and professional relationships both internally and externally.
- Other tasks as specifically designated by the Lands Manager.

WORKING CONDITIONS

- Work is routinely performed indoors and outdoors.
- Engaging with TRTFN citizens and members

EDUCATION

- Degree in Environmental Science or Environmental Management (4 years completed bachelor's degree is a minimum requirement for this position)

SKILLS

- The capability to foster and maintain strong relationships both internally and externally and communicate with a variety of people of varying skill levels.
- Ability to work well within a First Nations environment while demonstrating flexibility, sensitivity, patience, diplomacy, and confidentiality.
- Strong problem solving and analytical skills.
- The ability to prioritize and organize multiple demands and workload.
- Excellent communication and interpersonal skills.
- Able to work independently or in a team setting with minimal day-to-day supervision.
- Intermediate proficiency using computers and Microsoft Office programs including Excel, Word, Outlook.

EXPERIENCE

- Three years of experience in administering agreements and working with Federal and Provincial governments and other third parties, or equivalent.
- Familiarity and knowledge of land and resource stewardship issues in BC and in the Yukon, or demonstrated willingness to learn.
- Intermediate level of knowledge of modern GIS tools and methodology and mapping techniques for First Nation land use.
- In-depth understanding of Indigenous land management and social issues.

COMPETENCIES

1. **Communicator**: You are in constant communication with the Government of British Columbia, TRTFN Government and other stakeholders.
2. **Organizational and Structural awareness**: Awareness of current political and legal context for the TRTFN, and a willingness to improve knowledge and awareness of the internal and external contexts within which the Land and Resources Department operates.
3. **Problem Solving**: Unexpected issues frequently arise and must be dealt with in a time effective manner.
4. **Planning and Organizing**: Workload and requests on this position vary.
5. **Digital Literacy**: There are a variety of technologies and platforms used in this position (MS Office, GIS, Digital communications)

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check
- References

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Lands Engagement Coordinator – Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.