



# Job Description

<b>POSITION</b>	<b>Mining Coordinator</b>
<b>SUPERVISOR</b>	Lands & Resources Manager
<b>WAGE</b>	\$37-\$42 hourly
<b>STATUS</b>	Permanent Full Time
<b>Location</b>	Atlin, BC

## **POSITION SUMMARY**

In this role, you will develop, review, modify, and maintain new and current TRTFN Government’s policies and guidelines. As the Policy Writer, you will report to the CAO and develop strong and effective working relationships with colleagues, partners, and organizations, including federal, provincial, and external stakeholders. You will work with teams across the organization to plan policy development. Your main responsibility is to ensure that TRTFN policies are clear and easy to understand by employees and those they affect, including clients, members, and external bodies. You will oversee keeping records of any policy timelines, changes, including revisions, amendments, updates, and deletions.

## **SUCCESS PROFILE**

What does it take to be successful working at TRTFN? Check out the top traits we’re looking for and see if you have the right mix.

**Collaborative:** Ability to collaborate and work effectively with others.

**Organized:** Ability to prioritize tasks and reach company deadlines with minimum supervision with good organizational skills.

**Communicator:** Excellent verbal and written communication skills. Ability to translate complex concepts into easily understood and audience appropriate briefing notes, reports, and presentations.

**Complex understanding:** Ability to evaluate and negotiate benefits for TRTFN from environmentally sustainable mining activities.

**Analytical:** Possessing initiative, critical thinking, and problem-solving skills.

**Presenter:** Ability to communicate both orally and in writing, including public speaking.

**Inclusive:** Forward thinking, inclusively minded approach to finding benefits from the mining sector for TRTFN. Ability to include and provide benefits to TRTFN citizenship by collecting and utilizing citizens’ knowledge.

## **WORK THAT MATTERS**

You are passionate about using policy to improve outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

## **BENEFITS & PERKS**

Benefits apply after a successful probationary period and are confirmed in the interview and hiring process.

- Extended health and dental benefits,
- Accrued vacation, sick leave, family responsibility leave,
- Pension plan with matching employer contributions,
- Two-week pay period of 72 hours with every other Friday off (starts immediately).

## **DUTIES AND RESPONSIBILITIES**

- Maintains a strong, cooperative working relationship with TRTFN G2G Forum Co-Chair, Lands Engagement Officer, and other Lands, Resources and Fisheries Department (“LRF”) staff as needed to implement the G2G Agreement, the Land Use Plan, and the TRTFN Mining Policy, as those relationships relate to mining and exploration related activities in the TRTFN Territory.
- Researches and analyzes existing and proposed mining and exploration related policies, regulations, operational procedures, and legislation to provide advice to the LRF Manager and Land Engagement Officer as needed to ensure the implementation of G2G Agreement and the Land Use Plan.
- Oversees TRTFN’s information gathering and communication with all mining and exploration related applications and activities in the TRTFN territory.
- Oversees the implementation of the TRTFN Mining Policy, including support for the development of Ha Khustiyh/Our Way Agreements as per the policy.
- Provides advice on protection of resource values (especially critical habitats and TRTFN cultural sites) that overlap with mining and exploration activities.
- Develops and submits work plans, as requested by the LRF Manager.
- Assists in obtaining resources to deliver programs by developing and submitting proposals to appropriate funding agencies.
- Develops and maintains good working relationships with the TRTFN co-workers and citizens, mining representatives, federal, provincial, and territorial government organizations, and Alaska state regulators, as required for specific projects.
- Works with staff of government programs, external organizations, and private industry, according to TRTFN objectives, concerns, and social/economic needs, cultural traditions, organizational and political structures, land treaty issues, environmental process, and devolution of government programs.
- Works with technical experts and TRTFN staff including TRTFN LRF staff address TRTFN or environmental concerns.
- Liaises with First Nations, industry, and federal, territorial, and municipal government officials.
- Represents TRTFN on boards and committees and in various forums dealing with mining and exploration activities, as directed.
- Develops and provides reports for TRTFN decision-makers as requested by the LRF Manager.
- Develops and provides information, materials, and presentations to TRTFN citizens, such that they have the opportunity to be informed with respect to mining related issues in the TRTFN Territory.
- Participates in LRF community consultation opportunities as directed by the LRF Manager.
- Meets set project deadlines.
- Other duties or responsibilities as assigned by the Lands Manager.

### **EDUCATION, SKILLS AND EXPERIENCE**

- A University degree or an acceptable combination of education, training, and experience.
- Recent, relevant, and significant experience with environmental assessment and mitigation of mining related impacts on the land.
- Experience with BC Government legislation as it pertains to the mining industry.
- Excellent verbal and written communication skills.
- Experience in community engagement and/or consultative processes.
- Proficient computer skills including Microsoft Office 365 Suite (Word, Excel, and Outlook).
- Knowledge, respect, and understanding of Taku River Tlingit history, traditions, and language is considered an asset, combined with experience working with First Nations community is considered an asset.

### **CONDITIONS OF EMPLOYMENT**

- Class 5 driver's license with a clean Driver's Abstract.
- Criminal Record Check & Vulnerable Sector Check
- References