



# Job Description

|                     |   |
|---------------------|---|
| Position            | <b>Mining Coordinator</b>                         |
| Department          | Lands, Resources, Fisheries, Heritage             |
| Supervisor          | Lands Department Manager                          |
| Wage / Salary Range | \$36.00 \$40.00 per hour                          |
| Status              | Permanent, Full time                              |
| Location            | Taku River Tlingit First Nation (TRTFN) Atlin, BC |
| Date created        | June 17, 2024                                     |
| Date edited         |   |
| Date posted         |   |
| Closing Date        |   |

## **POSITION SUMMARY**

The Mining Coordinator coordinates TRTFN decision-making and participation in related regulatory processes for all mining projects and activities and is responsible for the implementation of all current and future TRTFN policies and documents as they pertain to mining and exploration related activities in the TRTFN Territory. The primary focus of the Mining Coordinator is implementing the applicable portions of the Wóoshtin Yan Too.Aat Land and Resource Management and Shared Decision-Making Agreement (“G2G Agreement”), the Wóoshtin wudidaa Atlin Taku Land Use Plan (“Land Use Plan”) and the TRTFN Mining Policy (2019). The Mining Coordinator also works with and encourages mining companies to follow TRTFN mining and exploration related policies, and ensures that TRTFN cultural sites, wildlife habitat, and other valued resources are protected when overlapping with mining and exploration related activities. The Mining Coordinator also provides technical support for reclamation initiatives and activities in TRTFN traditional territory and supports negotiation and implementation of mining and exploration related agreements.

## **ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)**

The TRTFN is situated in its traditional lands in the community of a Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

## **LIVING IN ATLIN**

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for “big body of water”), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition

to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

### **WORK THAT MATTERS**

You are passionate about improving 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.

### **DUTIES AND RESPONSIBILITIES**

- 1) 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 they relate to mining and exploration activities in the TRTFN Territory.
- 2) 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.
- 3) Oversees TRTFN’s information gathering and communication with all mining and exploration related applications and activities in the TRTFN territory.
- 4) Oversees the implementation of the TRTFN Mining Policy, including support for the development of Ha Khustiyxh/Our Way Agreements as per the policy.
- 5) Provides advice on protection of resource values (especially critical habitats and TRTFN cultural sites) that overlap with mining and exploration activities.
- 6) Develops and submits work plans, as requested by the LRF Manager.
- 7) Assists in obtaining resources to deliver programs by developing and submitting proposals to appropriate funding agencies.
- 8) 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.
- 9) 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.
- 10) Works with technical experts and TRTFN staff including TRTFN LRF staff to address TRTFN or environmental concerns.
- 11) Liaises with First Nations, industry, and federal, provincial, territorial, and municipal government officials.
- 12) Represents TRTFN on boards and committees and in various forums dealing with mining and exploration activities, as directed.
- 13) Develops and provides reports for TRTFN decision-makers as requested by the LRF Manager.
- 14) Develops and provides information, materials, and presentations to TRTFN citizens, such that they can be informed with respect to mining related issues in the TRTFN Territory.
- 15) Participates in LRF community consultation opportunities as directed by the LRF Manager.
- 16) Meets set project deadlines.
- 17) Attends relevant workshops, training sessions and courses as required.
- 18) Other duties or responsibilities as assigned by the Lands Manager.

## EDUCATION

- A University degree in a field related to Mining or an acceptable combination of education, training, and experience.

## 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.
- Experience in community engagement and/or consultative processes.
- 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.

## SKILLS

- Excellent verbal and written communication skills.
- Proficient computer skills including MS Office (Word, Excel, PowerPoint, Teams and Outlook).

## POSITIONS SUPERVISED

- Mining Technician
- Mining Summer Students

**TRAINING REQUIRED** - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid

## COMPETANCIES

1. **Organized:** Ability to prioritize tasks and reach company deadlines with minimum supervision with good organizational skills.
2. **Communicator:** Excellent verbal and written communication skills. Ability to translate complex concepts into easily understood and audience appropriate briefing notes, reports, and presentations.
3. **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. Ability to collaborate and work effectively with others.
4. **Complex understanding:** Possessing initiative, critical thinking, and problem-solving skills. Ability to evaluate and negotiate benefits for TRTFN from environmentally sustainable mining activities.
5. **Mediating Disputes:** Helps others resolve complex or sensitive disagreements and conflicts. Reaches deals or compromises.

### **CONDITIONS OF EMPLOYMENT**

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

### **WORKING CONDITIONS:**

- This position spends time in the office as well as in the field. In the field, there are hazards such as heavy equipment, uneven ground, poor roads, and wildlife. You will also interact with community members and mining industry personnel on a regular basis.

### **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](mailto:careers@gov.trtfn.com) titled:

Mining 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.