



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	
Date posted	

POSITION SUMMARY

The Lands Engagement Officer is responsible for effectively and efficiently implementing Land Use, Shared Decision Making, and other agreements with Federal, Territorial and Provincial Governments, and other third parties. Duties include relationship management with all levels of government, and TRTFN citizens. In addition, this position manages applications for exploration and in accordance with agreements and TRTFN policies.

DUTIES AND RESPONSIBILITIES

- Implementing the Wóoshtin wudidaa - Atlin Taku Land Use Plan and the Wooshtin Yan too.aat - Land and Resource Management, Shared Decision-Making Agreement (G2G Agreement) and other agreements, future, and current.
- Working collaboratively with proponents in all resource sectors to build stable long-term relationships that reinforce the responsible use of the land.
- Facilitating TRTFN's decision making for all resource development activities in the TRTFN Territory.
- Engaging the community for input on TRTFN Lands and Resource use.
- Assisting with the TRTFN's Northern Territory (Yukon) ongoing traditional territory claim.
- 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.
- Identify, analyze, address, and resolve issues in potentially adversarial situations regarding land use.
- Complete and implement TRTFN mandate initiatives.
- Establish networks, build, and maintain rapport and productive working and professional relationships both internally and externally.
- 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.
- 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 a similar role of administering agreements and working with Federal and Provincial governments and other third parties.
- 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: Must understand current situation within the various organizational structures.
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.