



# JOB DESCRIPTION

Position	Wildlife Coordinator
Department	Lands & Resources
Reports to:	Environment & Wildlife Officer or Designate
Wage Rate/ Range	\$35 - \$42/ hour
Status	Full time - Permanent
Location	Atlin, BC
Date Created	
Date Last Revised	
Approved By:	Human Resources

## POSITION SUMMARY

The Land & Resources Department is a dynamic and progressive work environment that seeks to assert and protect TRTFN Rights and Title through Tlingit stewardship across the Traditional Territory. The position of Wildlife Coordinator provides a unique opportunity to implement Tlingit values and management direction through engagement in government to government and nation to nation collaboration. The position will be engaged in wildlife management activities through a technical and strategic lens for a variety of projects and processes.

## DUTIES AND RESPONSIBILITIES

1. Takes a leading role on implementation of the Collaborative Stewardship Framework (CSF), a project intended to improve wildlife management and reconciliation between the 3Nations (TRTFN, Tahltan, Kaska) and BC government, including development of organizational documents
2. and activities similar to the Fish & Wildlife Management Working Group (see below)
3. Provides Technical support for the Fish & Wildlife Management Working Group (FWMWG) of the Wóoshtin Yan too.aat - Land and Resource Management and Shared Decision-Making Agreement (G2G Agreement), including management planning, developing management priorities, workplanning, research, and letter/report writing, field activities, participation in wildlife inventory study design, etc.
4. Provides technical support to the Land Guardian program including study design, organizational development, grant writing, coordination of field work with CSF and FWMWG, etc.
5. Provides technical and strategic support for Regional species/resource management planning (ex. Caribou, forestry)
6. Provides technical support for engagement in policy development (Wetland policy, etc.)
7. Support implementation of Tlingit Law and cultural practices in wildlife management matters
8. Conducts community outreach, consultation and information gathering including meetings, newsletters, etc
9. Represents TRTFN interests relating to wildlife accurately and as directed
10. Regularly communicates work progress to Supervisor, Lands management team and TRTFN leadership
11. Maintains strong cooperative relationships with TRTFN, other government staff and community members
12. Provides information to relevant TRTFN staff/decision makers on wildlife for development applications
13. Researches and analyses wildlife related initiatives and management approaches as needed
14. Assists in obtaining resources to deliver programs by developing and submitting proposals to appropriate funding agencies
15. Other related duties as directed by Supervisor



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## EDUCATION, EXPERIENCE & KNOWLEDGE

Successful completion of university/college degree in a relevant program such as Biology, Wildlife Management, Environmental sciences/studies, natural resource management with relevant courses and experience related to wildlife management. Working experience with First Nations; government; environment is required. Skill sets: verbal and written communication; facilitation, report & agreement writing, research & analysis; policy assessment and implementation; Computer skills: MS Office, Data-base; organization and project management. Good knowledge of TRTFN social structure, traditions, and cultural values is an asset.

## TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

## CONDITIONS OF EMPLOYMENT

- Class 5 Driver's License
  - Criminal Record Check
  - Willingness to travel
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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_