



JOB DESCRIPTION

Position	Land Guardian Program Coordinator
Department	Lands & Resources
Reports to:	Manager of Lands, Resources and Fisheries
Wage Rate/ Range	\$35 - \$42 based on experience
Status	Full time - Permanent
Location	Atlin, BC
Date Created	XX
Date Last Revised	
Approved By:	

POSITION SUMMARY

The Land Guardian Program Officer is responsible for implementing the Land Guardian Program Strategic Plan vision, goals, and objectives. This position oversees a team of Land Guardians, plans, organizes, and prioritizes tasks and activities. The Program Officer collaborates with other departments to create synergies with other programs. In addition, this role regularly engages with TRTFN members and citizens to provide progress updates and solicit input and feedback to ensure that the programs are delivered in line with the community's priorities.

DUTIES AND RESPONSIBILITIES

- Apply a decolonized approach to empower Tlingit citizens and revitalize Tlingit stewardship.
- Implement Land Guardian Program Strategic Plan vision, goals and objectives; coordinate cyclical strategic planning.
- Develop and implement Program work plans and Guardian work schedules.
- Coordinate with the Lands and Resources Manager, other TRTFN Departments, and external organizations and collaborators to implement the program
- Liaise with other Guardian programs, First Nation and colonial governments and organizations, and coordinate joint activities where appropriate.
- Regularly provide updates to the Lands and Resources Manager and TRTFN citizens; Coordinate regular community engagement for the Program.
- Complete hiring and conduct performance evaluations with Land Guardians as needed.
- Supervise 2-5 staff members, and maintain a working environment based on Tlingit values
- Develop a training program for Guardians that includes mentoring and capacity building opportunities that will empower Guardians.
- Develop and submit of funding proposals to ensure continued and effective Program delivery.
- Project management activities including development of detailed budgets, budget tracking, reporting, etc.
- Participate in field work as required.
- Other related duties as mutually agreed upon with Supervisor.

EDUCATION



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- Post-secondary degree in Ethnoecology, Environmental Studies/Sciences, Biology, Anthropology or related field or equivalent experience,
- Minimum two years working in a similar role in a First Nations community with decolonized approaches
- Proven experience in project management, with the ability to complete assignments on time, high standard, and within budget
- Previous experience with remote field data collection, management, and analysis
- Advanced Wilderness First Aid

EXPERIENCE & KNOWLEDGE

- Ability to work well within a First Nation environment while demonstrating flexibility, sensitivity, empathy, and patience
- Knowledge and respect of Taku River Tlingit First Nation social structure, traditions, values, culture, traditional territory, resources, protocols, and policies
- In-depth understanding of Indigenous land management and social issues
- Strong land and stewardship ethics
- Excellent communication (written and verbal) and interpersonal skills
- Act in a responsible, diplomatic manner with the ability to keep confidential information
- Intermediate proficiency with computer and with MS Office Suite (Word, Excel, PowerPoint, Outlook)
- The capability to foster and maintain strong relationships both internally and externally and communicate with a variety of people of varying skill levels and ages
- High capacity for multi-tasking and prioritizing tasks

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

WORKING CONDITIONS

- Work is routinely performed indoors and outdoors



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Approved by: _____
Chief Administrative Officer

Date: _____