



Job Posting

Position: Tmxwulaxw Rights Coordinator

Department: Stewardship

Department Term: Permanent Full-Time

Start date: ASAP

Wage: Grade 5 – *(\$22.44 - \$29.41)*

Reports to: Tmxwulaxw Rights Director

Job Purpose: The role of the Tmxwulaxw Rights Coordinator is to provide a full range of technical services to projects within the Cultural Heritage Resources Department.

Key Responsibilities:

As assigned by the Tmxwulaxw Rights Director, the Tmxwulaxw Rights Coordinator provides support on projects including (but not limited to):

1. Participate in activities that support the Referral Processes, including assessments, compilation of data, drafting reports and recommendations for the Tmxwulaxw Rights Director.
2. Search the Community Knowledge Keeper, and various databases.
3. Assist in conducting Preliminary Field Reconnaissance/Field Review-cutting permits, blocks, development areas. Assist in creating reports on Preliminary Field reconnaissance finding.
4. Participate in environmental field studies or environmental monitoring opportunities.
5. Overview and analyze UNB Service Agreements. Undertake GPS Surveying & Data Collection.

Qualifications/Experience:

1. Related applicable Natural Resource Diploma is required. Equivalent education and experience will be considered.
2. RISC Training is required.
3. Level 1 First Aid and Transportation Endorsement is an asset.
4. Current BC Safety Certification & Forestry Safety Council Standards and Certification is required.

Required Knowledge, Skills and Abilities:

1. Knowledge of Upper Nicola Band's Community, Territory, and culture.
2. Intermediate knowledge of CKK, Excel, Word, internet and working knowledge of GIS.
3. Intermediate forestry related skills (map & compass, species identification).
4. Must be team oriented but also be able to follow through on assigned tasks and job duties with minimal supervision. Good interpersonal skills.
5. Ability to organize work time, communicate ideas and problems to supervisor and co-workers in a respectful and effective manner; ability to take initiative and provide solutions to, day to day, problems arising in the scope of the duties.

Please Send cover letter and resume by via hand delivery, mail, or e-mail, to on or before March 5th, 2024:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.