



## Job Posting

**Position: Referrals 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 Referrals Coordinator is responsible for the development of and execution of government-to-government work within UNB's Governance Decision Making Policy regarding all requests and referrals made by provincial and federal governments, or other proponents who have submitted to UNB for consideration. Role includes weighing pros and cons of UNB's title and rights, jurisdiction, and Tmx<sup>w</sup>ulax impacts.

### **Key Responsibilities:**

As assigned by the Tmx<sup>w</sup>ulax Rights Director, the Referrals Coordinator provides support on projects including (but not limited to):

1. Guide all aspects of referral process in an effective and timely manner; receive, record, process and respond to referrals addressed to UNB using the Community Knowledge Keeper database.
2. Conduct preliminary assessments of referrals to understand scope and potential impacts to UNB's Title and Rights.
3. Coordinate meetings with the Sux<sup>w</sup>txtəm Committee to review referrals and develop recommendations, insights and updates for departmental staff and leadership.
4. Support the band with referral responses by following UNB's strategic priorities and direction of leadership utilizing various inputs from department staff, the CKK database, consultants, and Sux<sup>w</sup>txtəm Committee.
5. Communicate with governments, respond to inquiries, attend meetings to gather relevant information for decision making.
6. Foster relationships with industries and government contacts to ensure UNB's interests are considered, captured, and respected across UNB's traditional territory.

### **Qualifications/Experience:**

1. Related applicable Natural Resource degree or Diploma is required. Equivalent education and experience will be considered.
2. Previous work with diverse member of First Nations communities is preferred.
3. Experience working with diverse government-to-government processes and maintaining strong relationships is an asset.
4. Experience working with computer software and applicable technology is required.

### **Required Knowledge, Skills and Abilities:**

1. Knowledge of Indigenous laws, knowledge of Syilx culture is desirable.
2. Proven negotiation skills and experience to secure contacts.
3. Communicate technically in relation to forestry, fish and Wildlife, environmental consultative processes, and community level consultative processes.
4. Communication skills, verbal and written, including the ability to prepare reports, policies and funding proposals.

Please Send cover letter and resume by via hand delivery, mail, or e-mail, to on or before August 15, 2024:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 [hr@uppernicola.com](mailto:hr@uppernicola.com)

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