Employment Opportunity

Referrals Coordinator

Position Type: Full-time - Permanent

POSITION SUMMARY

The Land Referrals Coordinator (the "LRC") will manage resource development referrals, respond to referrals from the provincial and federal governments, and share requests from industry proponents regarding proposed activities in the Ktunaxa territory. The Land Referrals Coordinator will respond to land referrals and work with the Director of Lands, Resources, & Infrastructure to collect any relevant information that is needed to effectively respond to the referral. This will be done by drafting an appropriate response, identifying any potential impacts of proposed activities on AFN rights and title, and ensuring that all recommendations are in alignment with existing AFN land use plans, and connect with Ktunaxa Nation Council ("KNC") as and when necessary.

The Land Referrals Coordinator will also organize community meetings and consult with AFN members on referrals and major projects, representing AFN on committees and in meetings with project proponents and regulatory agencies, and supporting the negotiation of impact benefit agreements.

KEY RESPONSIBILITIES

- Respond to Referrals and provide updates regarding status of projects with relevant government agencies, First Nations and key external contacts.
- Data analysis of referrals using a combination of computer and critical thinking skills.
- Establish a close working relationship with KNC's Lands department and working collaboratively on identifying and processing land referrals.
- Implement and maintain an effective Referrals management system / database.
- Coordinate consultation and accommodation of interests with government agencies and third parties around legal, land & resource issues within AFN.
- Coordinate a strategy to guide engagement with government and third parties and support the assertion of the Aboriginal Title and Rights within AFN territory.
- Develop and maintain effective working relationships with external partners and stakeholders including governments, aboriginal organizations, and industry.
- Prepare invoices for services provided to the provincial, federal and other levels of government or outside agencies.
- Other duties as assigned or required.

REQUIRED Knowledge, Skills, and Abilities

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- Bachelor's degree or college diploma in natural resource management or related field.
- Experience conducting technical review of scientific studies, environmental & archaeological assessments.
- Familiarity with provincial and federal acts, regulations and consultation requirements.
- Familiarity working with and mapping traditional use data.
- Proficiency in GIS platforms such as Google Earth Pro and various mapping / database software programs.
- Proficient in the use of Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint.

GENERAL STATEMENT

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.

Individuals interested in this opportunity are encouraged to forward their up to date resume to Hany Hafez, Human Resources Generalist at hhafez@akisqnuk.org

Note: This position is open only to ʔakisq̓nuk First Nation Members and to Citizens of the Ktunaxa Nations for two (2) weeks from the publishing date.