



PROJECT COORDINATOR, MINING OVERSIGHT

FULL-TIME PERMANENT

LANDS & RESOURCES SECTOR

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

The Project Coordinator, Mining Oversight, is responsible to the Team Lead, Mining Oversight, and the Ktunaxa Lands and Resources Council (KLRC) for ensuring that Ktunaxa Aboriginal title, rights, and interests, including stewardship principles, are protected and enhanced in projects related to mining within Ktunaxa. Projects include but are not limited to, mining environmental assessments, mining referrals and related stewardship projects with other governments and mining proponents. The position is responsible for managing assigned projects with a focus on coordinating the technical review and impact assessment of mining activities on Ktunaxa Aboriginal title, rights, and interests. Coordination includes budgeting, organizing engagement at a technical level, coordination of participation of other KNC sectors, Ktunaxa First Nation and citizen outreach and communication, and overseeing external consultants on an as-needed basis.

DUTIES AND RESPONSIBILITIES:

Project Coordination

- Primary person responsible for the effective coordination of staff involved in relevant permitting and EA projects; ensures that comprehensive responses are provided to the external based on Ktunaxa aboriginal title, rights, and interests including stewardship principles;
- Coordinates and supports KNC participation in strategic level engagement as directed (i.e. under the government-to-government and government to 3rd party agreements or processes);
- Provides significant input into government regulatory schedules;
- Coordinates data gathering and fieldwork pertaining to relevant projects including use and occupancy, archival, biophysical, archaeological, etc.

Reporting

- Maintains detailed records of meetings, and discussions as they pertain to consultation and reports out on results and action items; ensures action items are completed by KNC staff;
- Prepares and presents reports and briefings to citizen meetings (band and Nation level), Lands and Resources Council, and community chief and council meetings, at the direction of the Team Lead, Mining Oversight
- Supervises the completion of reports required by funders

- Supports information sharing and reporting including the development of newsletter items, presentations, and briefing notes as required
- Supports the analysis and preparation of options and recommendations for decision-makers pertaining to relevant regulatory engagement projects.
- Maintains confidentiality on all matters relating to the affairs of the KNC

Financial

- Develops and monitors budgets relating to projects the incumbent leads and develops funding proposals and position/contractor descriptions to support relevant projects, with guidance from the Team Lead, Mining Oversight,
- Responsible for the accuracy of paperwork (travel claims, expense claims, POs, time tracking) related to projects the incumbent leads

Information

- The incumbent is the primary steward of all documents created by multiple working groups and committees, agreements, records of decisions, as well as any official or confidential documents internal to the KNC.

POSITION QUALIFICATIONS

Academic Preparation

- A Bachelor's degree (BA or BSc) in natural resource management or related discipline with extensive relevant experience

Required Skills, Knowledge, and Experience

- 5-8 years of job-related experience
- Strong technical knowledge with the ability to communicate technically in layman's terms
- Project management and coordination experience
- Budget management experience
- Experience working in a First Nations government or with First Nations;
- Knowledge of natural resource industries (mining, forestry, hydro)
- Knowledge of British Columbia permitting requirements within relevant Ministries (i.e. Environmental Assessment Office, Ministry of Mines, Environment, Forests, Lands and Natural Resource Operations, etc.);
- Knowledge of the consultation and accommodation legal framework associated with Aboriginal rights.
- Ability to work independently and in a team environment
- Strong oral and written communication skills
- Problem-solving and interpersonal skills
- Ability to meet deadlines
- Valid BC Driver's License and access to a reliable vehicle

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Proof of vaccination is required in accordance with the Ktunaxa Nation Council vaccination Policy.

Internal staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center.

Please submit your cover letter and resume to:

**Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org**

Fax: (250) 489-2438
CLOSING DATE: April 7th, 2023

We thank those who apply; however, only those selected for an interview will be contacted.