



Citxw Nlaka'pamux Assembly

JOB POSTING

NLX Guardians Program Coordinator

JOB TITLE: Nlaka'pamux Guardians Program Coordinator

REPORTS TO: NLX Guardians Program Lead

TERMS: Full-time term position with the possibility of extension

DEADLINE: As soon as suitable candidate is found

Position Purpose

Nlaka'pamux Indigenous (NLX) Guardian Program Coordinator will support the NLX Guardians Lead in the development of the Guardians Program. The program coordinator is to develop the program guides, oversee program design seeking feedback from the NLX community, this role will require someone with strong leadership skills. The NLX Guardian program will fully incorporate community engagement to guide the foundation of the Nlaka'pamux Guardians Program. The NLX Guardians is a program that incorporates traditional knowledge, culture and science to build a framework for stewardship management within the territory. The NLX Guardian Program is in its initial stages at the CNA, this is an exciting time to join our team.

Job Responsibilities

- Coordinate and champion the NLX Guardian program, establish the vision and mission through community guidance.
- Develop program work plans which support boots-on-the-ground program delivery.
- Coordinate community and leadership engagement sessions, develop training partnerships and review program logistics.
- Develop policies, procedures, and safety protocols, and ensure accountability to the community leadership through monthly reporting on project activities.
- Perform program administration, including timesheets, and on the land tracking and reporting
- Report to and work in partnership with governance bodies within the communities to manage information, risk, safety, data, and analysis

Position Requirements

- This is a hands-on role, so, along with your organization, attention to detail, knowledge and skills, we are looking for a candidate that can make a difference and takes pride in their career to work in our fast-paced environment;
- Perform within an innovative culture that is focused on clear and transparent delivery based on established priorities.

Knowledge, Skills and Abilities

- Actively patrol, monitor and demonstrate a presence on lands and waters
- Integrate local and traditional knowledge to manage and steward lands and waters
- Maintain and promote cultural continuity (youth elder mentorships, on-the-land youth programs, subsistence harvesting, language camps, etc.)
- Monitor, research and collect data on priority issues (i.e. wildlife, climate, contamination, visitor impacts, illegal activity, compliance, etc.)
- Work with the community and general public to ensure that laws, regulations, guidelines, and protocols are understood and followed

Knowledge, Skills and Abilities con't

- Build relationships with and educate other resource users about key stewardship and management issues
- Advance and uphold Indigenous authority to steward lands and waters
- Emergency response depending on priorities and resources
- Develop community volunteers who are active on the land and water, and who will contribute significantly to the collection of local knowledge and other observations
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media platforms. Ability to navigate with ease, all virtual meeting software's;
- Expert level written and verbal communication skills. Experience in minute taking;
- Must have advanced administrative and organizational skills;
- Recognizes and respects cultural diversity, have experience working with local Indigenous people and has knowledge of their Culture and Traditions.

Education and Experience

- A valid BC Class 5 Drivers License, with access to a personal vehicle and Criminal Record Check, are mandatory.
- Good understanding of Indigenous Guardian programs
- Excellent understanding of habitats of plants and animals
- Technical experience in sampling, monitoring, and research
- Experience coordinating fieldwork and site visits, familiar with Indigenous issues and history in BC
- Familiar with environmental issues
- Ability to work in a team setting, accept responsibility and work to deadlines
- Willingness to travel for up to five days at a time

Considered Assets

- Geographic Information Systems (GIS) software
- Environmental assessment regulations and practices
- Wilderness safety and survival skills
- Ability to work within a fast-paced, dynamic environment
- Excellent oral and written communication skills, including proposal development
- Exceptional attention to detail and organizational skills
- Sound understanding of environmental and compliance monitoring
- Knowledge of the Nlaka'pamux territory
- Self-motivated and can work on own without supervision
- Sound understanding of safety and compliance monitoring



Please submit your cover letter and resume to:

Citwx Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025-Unit A Granite Ave, Merritt BC

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citwx Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.

