



*Citxw Nlaka'pamux Assembly*

# **JOB POSTING**

## **Technical Coordinator**

**JOB TITLE:**      **Technical Coordinator**

REPORTS TO:      Territorial Stewardship Manager

TERMS:            Full time permanent position

START DATE:      As soon as suitable candidate is found

### **Position Purpose**

**Territorial Stewardship Department** – Technical Coordinator will support the operations of the Territorial Stewardship Department (TSD) through providing technical review support to the eight Participating Bands by:

### **Job Responsibilities**

- Provision of proactive, transparent communication, engagement, and technical review services to the 8 Participating Bands relating to Environmental Management, Cultural Heritage, Regulatory Engagement, Mine Closure and Reclamation, Tailings, Wildlife Health and Stewardship, and Environmental Assessment,
- Supporting the department in the development of environmental and regulatory practices, procedures and plans to support achieving the department mandate,
- Supporting the development and implementation of the department's operational plan,
- Collaborating with Communications and Engagement staff to build community-level awareness of TSD responsibilities, activities and how communities can be engaged in the department's activities,
- Effective internal and external reporting on department operations relating to engagement and technical workstreams,
- Developing and implementing tools and processes, based in science and Nlaka'pamux knowledge, to measure environmental and social performance and risk management, such as baselines and impact assessments, risk registers, engagement tracking, and management plans,
- Working with TSD technical and engagement staff, regulators and proponents as required to ensure timely responses to community concerns; and,
- Administration of document control and technical review procedures.

## **Knowledge, Skills and Abilities**

- Ability to handle multiple projects with tight deadlines and potentially competing interests.
- Experience working with the Nlaka'pamux Nation or other Indigenous Nations.
- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources.
- Excellent interpersonal and problem-solving skills.
- Strong technical writing skills.
- Project management experience an asset.
- Microsoft Office proficiency.
- This position works in an office environment, but travel is required within the Territory on a regular basis.
- Occasionally, flexible work hours are required to accommodate evening and weekend activities.

## **Education and Experience**

- Degree relating to Environmental Science, Biology or Natural Resource Science. Candidates with other post-secondary degrees and applicable experience will be considered.
- Experience in research and analysis and the application of research and evaluation materials to support community, technical and regulatory engagement.
- Experience in liaising, consulting and/or collaborating with multiple stakeholders and/or governments an asset.
- 2+ years experience working in a field related to mining, mineral resource exploration, natural resource management and indigenous relations.
- Class 5 driver's license, access to personal vehicle.



**Please submit your cover letter and resume to:**

**Citw Nlaka'pamux Assembly**

**Email: [HR@cna-trust.ca](mailto:HR@cna-trust.ca)**

**In Person: 2187-A Coutlee Ave, Merritt BC**

**Fax: 250-378-2910**

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. Citw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.