
Job Description

Treaty Land Entitlement Coordinator

Position Status: Full-time

Location: Blueberry River First Nations

Reports to: Band Manager

Closing date – December 15th, 2023

About Blueberry River First Nations:

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

Summary of the Position

The Treaty Land Entitlement (TLE) Coordinator will work closely with the Chief and Council to advance the requirements of the TLE Settlement, and further the research work on other future claims. The TLE Coordinator will be the primary contact in dealing with partner agencies such as Indigenous Services Canada, Indigenous and Northern Relations Saskatchewan, and various municipal governments, private land holders or their representatives.

Responsibilities and Duties

- Develop strong understanding of BRFN's Treaty Land Entitlement Lands Agreement and land transfer process;
- Develop familiarity with BRFN's TLE land parcels (Charlie Lake; Red Creek; Dancing Grounds; Pink Mountain; IR 205 (adjacent)) and associated values and land use priorities;
- Expand on and refine existing TLE parcel land use planning, including identifying areas for priority development/infrastructure;
- Directly support and/or Manage BRFN's TLE lands implementation process, with instructions from BRFN Council;
- Ensure each initiative has a robust stakeholder engagement plan, communication plan, evaluation plan, reporting processes and achievable project plan
- Work with experts and consultants on various aspects of TLE lands implementation, including legal counsel, land use and community planners, environmental specialists, land surveyors;
- Monitor project schedules, status, identify deviations from work plan and budget, implement corrective action and escalate risks/issues as necessary
- Ensure initiatives are appropriately resourced, scheduled, and that project and related documents and deliverables are completed to specification
- Provide periodic reports to Council on TLE lands implementation progress; including Report project status, progress and challenges to senior leadership and various stakeholder groups;

- Manage any BRFN community engagement on TLE land implementation issues, including meetings or site visits and some presentations or public speaking;
- Other duties as required.

Qualifications and Skills

- Completion of a high school diploma;
- A minimum of 2 years of experience working in a similar role, or a combination of education and experience will be considered;
- Experience working with First Nations communities;
- Demonstrated experience and ability in managing highly complex and multi-step processes;
- Demonstrated knowledge and application of project management, knowledge translation and exchange, and change management best practices, with a focus on system improvement;
- Excellent communication, presentation and facilitation skills with the ability to presents complex concepts clearly and effectively to a diverse audience (including executives, patients, clinicians, vendors, health administrators)
- Demonstrated planning and the ability to manage multiple tasks simultaneously in a hands-on manner, adjusting to issues as needed in a dynamic environment
- Must be detail-oriented and goal oriented with strong problem solving, critical thinking and negotiating skills
- Demonstrated ability to work both as a member of a team and independently, using sound judgment;
- Excellent communication skills, oral, written and interpersonal skills.
- Experience with Microsoft Office programs including Excel, Word, Outlook and PowerPoint.
- Ability to work independently.
- A valid BC Driver's License, Driver's abstract and a reliable vehicle required.
- Clean criminal record check required.

If you are interested in this specific position, please submit your resume/letter of intent to hr@blueberryfn.ca by 4 p.m. Oct 30th , 2023.

We want to thank all that apply. Only those selected for an interview will be contacted.