



Dane-zaa Kaa'Gaa Tee
LAND RESTORATION

Cultural Liaison Coordinator

Position Status: Full-time

Location: Fort St John and Blueberry River First Nations Community

Reports to: COO

About Us

As a Subsidiary of Blueberry River Resources Ltd, Dane-zaa Kaa'Gaa Tee Land Restoration is an indigenous environmental company designed to serve as the primary contractor for restoration projects within the nation. Dane-zaa Kaa'Gaa Tee will lay the foundation for restoration of the territory and healing the earth for next generations. Our focus is to protect and restore the ability for BRFN to exercise treaty rights and protect their culture and way of life while developing functional ecological and cultural restoration criteria, increasing career and work opportunities for the nation on multiple restoration projects within BRFN territory.

Role Overview

Reporting to the COO, the primary responsibility of this position will be to support the COO and management team in all aspects of office administration, event planning and BRFN cultural awareness initiatives. This position requires a candidate that will be able to assess and anticipate the needs of the COO and management team and be comfortable with making independent decisions based on knowledge of current operations.

This position requires a high degree of independent judgment as interactions with community members, other managers, and other partners, internally and externally are required. This role requires excellent interpersonal skills, and the ability to interface with team members at all levels of the organization.

Key Responsibilities

Office Administration

- Provides administrative support for the COO, management team and other team members as required.
- Coordination meetings, which may include; compiling of reports, booking of venue, agenda, minutes, audio visual, attendees, meals, and hotel reservations as required for participants.
- Preparation of correspondence (letters, memos, presentations) using various software packages.
- Design, review and coordination of various materials for presentations (agendas, minutes, follow-up etc.).
- Format information for internal and external communication – memos, emails, presentations, reports
- Files and keeps important information and documents organized physically and electronically



Cultural Awareness and Development

- Ensures communication of employment opportunities are shared with BRFN community members through job fairs, posters, websites, and other social media platforms
- Provides basic employment readiness training sessions as needed (creating resumes, cover letters and reference letters etc)
- Engages with other community organizations offering skills training to ensure equal opportunity for BRFN community members
- Works with other employees to schedule and coordinate work schedules for community members
- Works with industry partners to advance employment opportunities for BRFN community members
- Engages in collaborative partnerships with other community organizations to promote traditional teachings and cultural knowledge
- Collaborates with BRFN elders and knowledge keepers to ensure correct cultural protocol is practiced with the organization.
- Prepare reports and provide accurate data on cultural programs and initiatives if and when needed.
- Provide guidance and mentorship to internal staff on cultural activities

Event Planning

- Organize and facilitate conference and meeting services and special events
- Develop marketing and communication plans
- Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services
- Co-ordinate set-ups, staging, seating, parking, communication systems and other details for special events
- Plan schedules, goals and objectives
- Develop registration systems and information materials
- Develop workshops and activities to provide cultural teachings
- Act a representative for the company when attending events (ie Culture camp committee, annual golf tournaments etc)

Qualifications

- Excellent computer skills using Microsoft Office products: Word, Excel and PowerPoint.
- Valid Class 5 BC Driver's License, clear Driver's Abstract, and willingness to travel
- Have a strong knowledge (or gain a strong knowledge) of the Blueberry River Resources Ltd. policies and practices and protocols.
- Complete all tasks in a professional and confidential manner.
- Proactive, highly organized, and extremely detail oriented.
- Outstanding written, verbal and telephone communication skills.
- Excellent multi-tasking and prioritizing skills with the ability to work within tight deadlines while still maintaining a high level of accuracy and attention to detail.
- Experience working in a fast-paced environment with the ability to adjust quickly to change.
- Excellent organizational skills: ability to initiate, plan and coordinate events.



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Education

- Minimum two (2) years experience as office assistant, marketing coordinator, or relevant role
- Office Administration Certificate preferred
- Knowledge of BRFN culture and/or willing to learn

Working Conditions

- Standard office work environment
- Some travel may be required

Benefits

- Extended Health and Dental Care Coverage
- Paid Vacation
- Relocation assistance
- Indigenous Candidates may be subject to tax exemption under the standards for TD1-IN legislation

Compensation

- Compensation: \$70,649 - \$88,311