

JOB POSTING



Aso's Danaett' Adze Kwa
**GRANDMOTHER'S
GREENHOUSE**

Position: Operational Data Tracker
Position Status: Full time
Location: Blueberry River First Nation in Northeast British Columbia
Reports to: General Manager, Grandmother's Greenhouse
Compensation: \$28.37/hr - \$35.46/hr
Closing Date: June 10, 2024

ABOUT US

Aso's Danaett' Adze Kwa, "Grandmother's Greenhouse" primary focus is to be a Nation led supply chain which will include native seeds and seedlings for restoration within Treaty 8 territory. Grandmother's Greenhouse is one of the first ecological restoration start-up companies owned by Blueberry River First Nations (BRFN). With a vision to bring native seeds into the hands of BRFN Members, Grandmother's Greenhouse intends to hire and train Blueberry members to undertake leadership roles within the developing native seed and nursery stock production business.

ROLE OVERVIEW

We are launching a large-scale wild seed collection program, backed by a powerhouse team of wild seed harvesters. We're seeking an organized, motivated individual to keep this exciting initiative on track.

As the Data Coordinator, you'll ensure smooth operations by managing spreadsheets that keep our team, forms, and equipment organized. You'll maintain accurate tracking in the following areas:

JOB RESPONSIBILITIES:

Equipment

- Truck mileage, storage, and maintenance schedules.
- Field kit storage, maintenance, and replacement schedules.

Field Staff

- Daily safety check ins
- Staff and field team locations
- Daily hours
- Sick days, punctuality
- Safety certifications

Field Forms

- Daily field reports
- Daily safety forms

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- Daily data forms

Field Locations

- Wild seed harvest locations

Inventory

- Daily volume of seed collected
- Daily volume of seed cleaned
- Total seed inventory by species

Additional Tracking

- Additional tracking tasks as required

QUALIFICATIONS/SKILLSET:

- Prior experience using Excel is an asset.
- Organized and efficient with attention to detail and accuracy.
- Enjoys working independently.
- Effectively identifies and escalates issues to a supervisor.

EDUCATION

- Prior training in Excel or spreadsheet management an asset.

WORKING CONDITIONS

- This role will be an office-based position however field visits to project sites may be required from time to time.

BENEFITS

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