



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL/EXTERNAL POSTING

Job Title:	Permits & Referrals Coordinator	Posting #:	48-2024
Department:	Lands, Resources & Treaty Rights	Grade:	6
Supervisor:	Lands & Resources Manager	FTE:	1.0
Key Duties:	Support, Programs, Services	Starting Rate:	\$30.30/hr.
Effective Date:	Immediate, full time permanent	First Posted:	2024-12-04
		Closes:	When Filled

What You'll Do

The Permits & Referrals Coordinator is responsible for the administration and delivery of Fort Nelson First Nation's (FNFN) Permits & Referrals program. This employee, through their positive engagement with others and their job activities, will support lands knowledge integration and values, respecting culture and community. The Coordinator will engage with internal and external stakeholders in the delivery of assigned services and, as an integral part of the FNFN Lands team, will review and assess and provide responses to on/off-reserve permit applications for land use activities within the FNFN territory.

As FNFN's primary land and treaty rights stewardship body, the Lands department is responsible for ensuring that FNFN's Lands and Natural Resources interests are represented, and that Treaty Rights are respected are able to be exercised. This employee will coordinate the following accountabilities within the Lands department's scope of responsibilities:

1. Intake and assessment of permits and making referrals; this includes some technical review
2. Input on land, resource and treaty rights policies, protocols and procedures
3. Arrange meetings with traditional land users belonging to FNFN and provide efforts to assist with protecting Treaty Rights and their freedom to protect those rights
4. Communicate with external stakeholders - government and industry - ensuring FNFN interests clearly and appropriately articulated
5. Monitor compliance by all parties with Treaty Rights and the policies and procedures of the FNFN;
6. Analyze the impact of land use practices and report on same, recommending action as appropriate.

This employee provides direct assistance that supports planning, coordinating, and implementing permitting and referrals activities. Other related duties as required.

Valued Qualifications

Experience:

- 2-3 years experience in an administrative role within a program administration context or junior environmental background.
- Experience with filing systems, record keeping and report writing.

Knowledge:

- Mature individual with a high school diploma with additional post-secondary administration training or equivalent related experience

Skills & Abilities:

- Good interpersonal skills and ability to interact well with employees and the public.
- Good organizational skills and able to handle competing priorities and meet deadlines.
- Good communication skills (written and verbal) and the ability to listen to understand and ask questions for clarification.
- Good computer skills and ability to use MS Office, Google Workspace™ and web-based conferencing applications.



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Other (required):

- No barriers to working with any member of the community and their family representative(s)
- Minimum of 19 years of age.
- Compliance with BC Immunization program and TB Screening.
- Satisfactory completion of a police information check may be required.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Optional (assets):

- Ability to speak Dene and/or Cree.
- Other certificates such as: WHMIS, First Aid.
- Interest and desire to work with stakeholders in the context of land-related issues.
- Familiarity with the permits and referrals process.
- Previous office assistance experience.
- Good facilitation skills.
- Previous experience working within First Nations organizations.

Work Setting

This work takes place Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. A flexible work schedule may be required occasionally. May periodically work in outdoor environments. Driving/travel is a requirement, must be willing to drive to multi-sites, which may include travelling in winter road conditions and out of town.

Benefits and Lifestyle

Join the FNFN team and enjoy a competitive hourly wage and a standard 35-hour work week. We offer a comprehensive benefits package (health/dental, insurances, weekly indemnities), a pension plan, and three weeks vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes. While this job is designed for on-site work, for an experienced candidate, the Employer may consider combined on-site/remote work schedule configurations with the understanding that the employee is solely responsible for any travel expenses incurred related to working remotely.

Discover the unique lifestyle that Fort Nelson offers – a beautiful and affordable place to call home! Enjoy year-round indoor and outdoor recreational activities, from hiking and fishing to winter sports, alone with a variety of cultural activities. Surrounded by the magnificent Northern Rockies, you'll have more time to enjoy life's simple pleasures.

Ready to Apply? Here's How:

Closes: When Filled. *Preference may be given to qualified First Nation's applicants. Kindly

forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply.* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.