



## Penticton Indian Band

R.R. #2, Site 80, Comp.19

Penticton, British Columbia

Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

### EMPLOYMENT OPPORTUNITY

#### Referrals Coordinator

Posting Date: April 23, 2018

(Term Full Time – One Year with Potential Renewal) Classification: 6

Reporting to the Manager Natural Resources, Referrals Coordinator will Provide field (20%) and office (80%) support for all projects associated with PIB Natural Resources Crown consultation referrals including: responding and engaging on all PIB referrals, data collection and processing, environmental and cultural research, in-field cultural and environmental investigations, monitoring and tracking, communications and community engagement, letter writing, proposal writing, in-field staff coordination, proponent engagement, implementation of PIB referrals policy and decision making policy, referral meeting attendance.

#### Job Responsibilities and Work Performed

- Responsible for supervision, coordination and administration of in-field technical staff (tech 1, 2 and 3) on referrals related projects;
- Must build and maintain positive relationships with community, internal programs and external agencies;
- Advocate for community members to ensure their rights are protected and needs are met;
- Ensure clear documentation is completed and maintained;
- Prepare for 24/7 coverage including long working hours and flexible weekend work;
- Maintain self care and healthy lifestyle ensuring the best possible community service delivery;
- Be knowledgeable and prepared to perform frontline referrals related work as required;
- Report actions and issues to the Manager Natural Resources as required to ensure the Manager is fully informed on key issues;
- Assist community members with on-the-land actions pertaining to crown related developments;
- Develop and maintain relationships with community knowledge keepers, seeking direction and guidance;
- Respond to crisis situations developing working solutions based on protocols and practices in place;
- Work proactively, collaboratively, innovatively and cooperatively with internal programs and external agencies to meet needs of community members;
- Participate in PIB wide team, department and PIB Natural Resources meetings;
- Participate actively in internal and external committees as required;
- Prepare reports to external fund providers as required ensuring all referral related policy and procedures are met;
- Respond to and engage with referral proponents and governments;
- Organize meetings with referral related entities;
- Assist in the development of community communications materials for Natural Resources;
- Prepare invoices for referral related clients.
- Monitor and track all referral related projects and engagements.

#### Minimum Academic/Educational Requirements

- Minimum 2 Year Diploma in Natural Resource Management, First Nations studies or Syilx Knowledge equivalent;

#### Minimum Level of Experience

- Experience in the Provincial Crown consultation/Referral process;
- 3-5 years working in a referrals/Crown consultation environment in a supervisory capacity;

#### Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License with clean Driver's Abstract and own transportation;
- First Aid with CPR;
- Referrals Tracking System Training (may be provided by PIBNR)
- Project Management Certification

#### Assets

- First Nations heritage with understanding of the Syilx cultural and community environment;
- Prior experience in working with referrals and/or consultation processes;
- Degree in Natural Resource Management/ First Nations Studies;
- Knowledge in Xyntax;

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume by Closing Date 5:00pm (PST): May 7, 2018** to the attention of: **Director, Human Resources, Email: [Jobs@pib.ca](mailto:Jobs@pib.ca)** or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***