**Little Shuswap Lake Band Job Posting**

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| **Department:** | Territorial Resource Stewardship |
| **Position:** | Referrals Officer- Internal/External |

**The Organization:**

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsín, the traditional language. LSLB has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Administration, which covers programs and services for Band members; Wellness, which is responsible for the overall health and wellness of the community; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

**The Opportunity - A Day in the life of the Referrals Officer**

Reporting to Executive Director of Water Stewardship, the Referrals Officer is primarily responsible for coordinating land and resource referrals and responses that come to the nation and have potential to infringe on Little Shuswap Lake Band title and rights from the resulting development.

**Requirements - What you bring to the organization:**

* Excellent interpersonal and communication skills to be able to work in a multi-disciplinary team environment
* Ability to work independently and effectively
* Experience developing policies
* Knowledge of Secwepemc First Nations is an asset
* Experience with Microsoft programs an asset
* Must be able to obtain and maintain a Criminal Record Check
* Considerable knowledge of natural resource disciplines and activities including:

fisheries and aquatic resources, forestry, range, recreation, cultural heritage, mining

* Must have a valid Class 5 BC’s driver license
* Full vaccination against COVID-19 is mandatory for this position and operation (the LSLB will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to human rights protected ground).

**Specific Duties and Responsibilities:**

* Assist with the negotiations of major projects (including external negotiations, engagements and consultations), including scheduling and organizing referral meetings and negotiations,
* Respond to referrals and provide updates as required on the status of projects (with relevant government agencies, First Nations and other key external contacts),
* Data analysis of referrals using computer analysis and critical thinking skills; create reports that identify concerns (within the Little Shuswap stewardship area, if any),
* Implement and maintain an effective Referrals Management System (database in Nations Connect),
* Coordinate consultation and accommodation of interests with governments, government agencies and Third Parties around legal, land and resource issues within Little Shuswap Lake Stewardship area,
* Coordinate a strategy with Territorial Rights and Stewardship team to guide engagement with government and third parties and support the assertion of the Aboriginal Title and Rights within Little Shuswap Lake Band stewardship area,
* Develops and maintains effective working relationships with external partners and stakeholders including governments, aboriginal organizations and industry,
* Coordinating with Territorial Rights and Stewardship and research team regarding referrals and working closely with Little Shuswap Lake Band staff and advisors to analyze impacts and track and review and respond to referrals and projects,
* Development of policies that assist Little Shuswap Lake Band to effectively manage marine, forestry, water, mineral, wildlife, and other natural resources,
* Research and prepare regular updates of territorial, sub-territorial and community land/water use plans for Little Shuswap Lake Band Territory,
* Assisting in TUS and other forms of research needed for responding to referrals,
* Other duties as assigned or required

**What we will provide:**

* Full-time/Permanent
* Growth opportunities
* Competitive compensation package

**Application Deadline:**

Open until filled

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume to the **Employment Counsellor, Jenna (Cowan) Bilow**:

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| **Email:** | jcowan@lslb.ca |
| **Fax:** | 250-679-3220 |
| **In Person:** | Little Shuswap Lake Band Office  1886 Little Shuswap Lake Road  Chase, BC  V0E 1M2 |

*NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.* *We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*