



# S.A.Y. LANDS OFFICE

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Security/Enforcement 604-701-1692

## GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERN – PART-TIME

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakweawkwoose First Nations. In 2014, Skowkale, Aitchelitz and Yakweawkwoose members passed their Land Codes and entered into a joint management agreement. In 2017, the SAY communities developed the SAY First Nations Land Use Plan. To better enhance the land management capabilities of the SAY Lands Office, the office is in the process of developing its own GIS Database that covers the reserve lands of the S.A.Y. communities – Skowkale First Nation, Aitchelitz First Nation and Yakweawkwoose First Nation. *Preference will be given to qualified Aboriginal applicants. Please self-identify on your cover letter or resume.*

<b>JOB PURPOSE / SUMMARY:</b>	The GIS Intern is responsible for the administration, maintenance, distribution and end-user support of applications using spatial data relating to land and natural resources consistent with the S.A.Y. Lands Office
<b>SUPERVISED BY:</b>	Lands Governance Director
<b>TYPE OF POSITION:</b>	6 months Part-time Temporary Term Position, 20 hours weekly (subject to 3-month probationary period)
<b>WAGE:</b>	\$20/hour

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist the GIS Technician with developing GIS policies and procedures, including data standards, quality control procedures and electronic land inventory products.
2. Meet with users to define data needs, project requirements, required outputs, or to develop applications, obtaining and managing necessary GIS resources.
3. Support the GIS Technician in the collection, conversion, import and export of data from the GIS system including censuses, field observation, GPS, satellite imagery, aerial photographs, and existing maps.
4. Assist with the daily input and editing of the GIS system, producing maps and graphs, using GIS software and maintenance of hardware, plotter, etc.
5. Assist with compiling file management requirements for GIS data from maps, databases and other sources.
6. Assist with the S.A.Y. Lands Office GIS Database Project
7. Perform spatial analysis as and when needed
8. Performs other GIS duties as assigned.

### KNOWLEDGE AND SKILLS REQUIRED:

1. Experience in analyzing spatial data in a First Nations or municipal environment and translating client requirements into appropriate GIS reports and thematic maps
2. Beginner level of knowledge of modern GIS tools and methodology for First Nation or municipal use
3. Beginner level of knowledge of ArcGIS Enterprise Server is an asset
4. Strong organizational, time management and interpersonal skills
5. Skill and knowledge usually attained by successful completion of a Post-Secondary degree or certificate

## JOB POSTING

program, and at least 1-3 years' experience; or an equivalent combination of skill knowledge and experience

6. Beginner level of knowledge of data sharing agreements and grant applications with external agencies such as federal, provincial, municipal, other First Nation governments or relevant organizations
7. Knowledge of similar program delivery in the context of first nations culture and history
8. Excellent oral and written communications skills
9. Knowledge in computers and ability to read legal survey plans
10. Ability to maintain strict confidentiality
11. Ability to use tact and good judgment in dealing with sensitive and complex issues
12. Willingness to travel for field work or meetings on occasion, must possess and maintain a valid Driver's License (Class 5)

### TERMS OF EMPLOYMENT:

- Employee signs a standard form contract of employment
  - Term of employment is part-time
  - Work hours are 20 hours weekly (plus overtime if required and approved)
  - Wage is \$20 per hour
  - If no exemption applies, deductions will be made at source according to law
  - Position is subject to a 3-month probationary period
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### HOW TO APPLY

Interested candidates are required to submit a resume and cover letter. Please include position title in the subject line. Send applications to:

S.A.Y. Lands Office  
3rd Floor Building 10  
7201 Vedder Road  
Chilliwack, BC  
V2R 4G5  
Phone: (604) 824-5302  
Email: [manager@skowkalefn.com](mailto:manager@skowkalefn.com)

**Application deadline: Wednesday, June 30, 2021 at 4:00pm**

*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*