

# Employment Opportunity



## S.A.Y. Lands Office

<b>Position Title:</b>	<b><i>Stewardship and Conservation Specialist</i></b>
<b>Position Location:</b>	<b><i>Chilliwack, BC</i></b>
<b>Salary:</b>	<b><i>\$32.60 - \$35.62 per hour to commensurate with experience (\$59,332 to \$64,848.00 per annum)</i></b>
<b>Status:</b>	<b><i>full-time permanent, 35 hour work week</i></b>

### **Position Overview**

The Stewardship and Conservation Specialist is responsible for supporting the land-related infrastructure and operations of Skowkale, Aitchelitz, and Yakwekwioose First Nations. Reporting to the Lands Governance Director, this position works with the Lands Team, to ensure environmentally sound practices are adhered to, to preserve and protect our environment. This role is also responsible for oversight of lands projects and liaises with stakeholders and outside contractors to drive timely completion within budget.

### **Responsibilities and Duties:**

#### **1. Indigenous Environmental and Land Stewardship**

- Review community projects for potential environmental concerns and make recommendations
- Interpret soil, water, air and other test results to identify potential environmental concerns and hazards
- Lead lands related volunteers
- Collect, compile, and analyze data and information on demographic, economic, legal, social, cultural, and physical information for utilization in land use planning
- Develop and implement a plan to monitor and remove invasive species as well as enhance native species
- Develop and implement an Emergency and Disaster plan (earthquakes, fire, flood, etc.) and review annually
- Source external resources to assist with environmental management, planning, and risk assessments
- Work with the Property Management team to help ensure practices are environmentally sound

#### **2. Project Coordination/Management**

- Provide regular updates on the progress of community projects to leadership
- Plan, organize and manage research projects in relation to community projects
- Prepares and presents proposals, discusses potentials projects including land use planning, sustainability, environmental, walkability, transportation, road upgrades, housing construction, etc.
- Oversees and tracks land and resource projects progress and works with stakeholders and contractors to drive completion on-time and within budget

#### **3. Planning/Permitting**

- Review community development planning against zoning, permits, and project scope
- Assist in the reviewing and processing of applications for permits, variances, re-zonings, etc.,
- Work closely with the development review team to review applications, construction drawings, and building plans, inspections, inspection results to submit for approval through the Chief and Council
- As part of the Lands Advisory Committee, works to review and develop future and current planning laws, regulations, forms, policies, procedures, and any additional land management framework
- Assist with permits and licensing, including small building permits, burning permits, big and small demo permits, and dog licensing, etc.,

#### **4. Community Engagement**

- Works to build relationships with internal and external contacts, including SAY departments, outside organizations, neighboring Indigenous Nations, outside contractors, the Fraser Valley Regional District (FVRD) and the City of Chilliwack, etc.,
- Prepare regular community updates through flyers, newsletters, and online posts
- Engage and liaise with community members, consultants, government and other agencies, the general public, and partners regarding land uses and planning
- Educate the public to become stewards of our environment by developing, coordinating and facilitating engaging training and learning programs

### **Knowledge, Skills, and Abilities**

- Working knowledge of Indigenous rights and challenges associated with stewardship responsibilities and land development/use.
- Awareness of Indigenous culture, values, and perspectives as it relates to resource management and stewardship.
- Knowledge of local flora and fauna
- The ability to work independently with minimal supervision and collaboratively within a team

- Demonstrated ability to handle confidential information
- The ability to multi-task, prioritize, organize work and meet deadlines
- Knowledge of software applications such as Canva, Publisher, Survey Monkey, Google Forms, Google Slides, etc.,
- Mapping and preferably GIS skills – Graphic Information System
- Strong communication and interpersonal skills
- Some experience planning in a local government setting
- Intermediate knowledge of MS Word, Excel, PowerPoint, and Outlook

#### **Training, Education, Certification, and Experience**

- A diploma or degree in Environmental Stewardship, Environmental Sciences, Resource Management, Community Planning or Regional Planning or related degree or equivalent experience
- Some experience in community planning with a focus on First Nation communities is preferred
- A minimum of 2 years' progressively responsible experience in environmental or lands stewardship and First Nations issues
- Proven experience leading/facilitating educational programs
- Exemplary oral and written communication skills in presenting clear and concise findings for decision makers and writing a variety of proposals, policy and procedure drafts, reports and other documentation
- Valid Class 5 BC driver's license

#### ***Working Conditions:***

- In-person (not remote)
- Working in both an office environment and outdoors
- Multi-tasking and deadlines can be expected
- Engagement with community members and the general public
- Interactions with agencies, municipal governments
- Because we work with a variety of stakeholders and communities, we require that all employees be vaccinated.

#### **HOW TO APPLY**

***Preference may be given to candidates of Indigenous ancestry s16(1) CHRA and have knowledge of local First Nations traditional customs and practices.***

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

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com).