



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Referrals Clerk

JOB OVERVIEW

Under the direction of the Lands Coordinator, the Referrals Clerk is primarily responsible for coordinating Snuneymuxw First Nation's land and resource referrals and responses that come to the nation and have potential to infringe on Snuneymuxw's Title & Rights from the resulting development. This is a full-time, permanent position.

JOB RESPONSIBILITIES

As the Referrals Clerk, you will be responsible for the following duties:

- Positively represent Snuneymuxw to members and the outside world in all activities.
- Development and active maintenance of referral processes that assess the positive and negative impacts of land alienation and/or economic development projects located within Snuneymuxw Territory.
- Writing consultation/engagement letters in response to referrals.
- To perform office planning and data management activities relating to identified stewardship activities.
- Coordinating research regarding referrals and working closely with SFN staff and advisors to analyze impacts and track, review and respond to referrals, and projects.
- Development of policies that assist SFN to effectively manage marine, forestry, water, mineral, wildlife, and other natural resources.
- Research, preparation and regular update of territorial, sub-territorial, and community land/water use plans for SFN Territory.
- Reporting out to SFN Administration and Council about the status of referrals and activities in the Territory.
- Other tasks and duties as assigned.

JOB REQUIREMENTS

Education:

- Completion of high school diploma.
- Post secondary education in a related field is an asset.

Experience:

- Two-years' experience in natural resources management **OR** A Minimum 3 years of professional experience in negotiations, referrals, land management or similar



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Knowledge, Skills, and Abilities:

- A strong understanding of legislation governing resource development in British Columbia
- Knowledge of Snuneymuxw teachings and knowledge systems.
- Strong written and verbal presentation skills
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Ability to exercise good judgement, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong interpersonal skills and ability to handle conflict in a professional Clerk.
- Working familiarity with Microsoft Office 365 and any other work-related software.
- Familiarity with land use legislation and related processes
- Familiarity with environmental impact assessment legislation and processes
- Background in working with First Nations and a strong understanding of Indigenous Rights & Title
- A commitment to on-going professional development and continuous learning.
- Valid Class 5 BC Driver's Licence

SPECIAL REQUIREMENTS

1. Must be able to obtain and maintain a Criminal Records Check
2. Provide proof of valid Covid-19 Vaccine Pass
3. Must provide copies of all professional certificates and designations.
4. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
5. Must demonstrate strong morals and ethics.
6. May be required to work additional hours to meet operational needs when necessary.
7. Must conduct themselves in a friendly, courteous, and professional manner.
8. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.
9. Must be able to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.

Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license as well as appropriate insurance for work.
- You are required to provide copies of your certificates and professional designations.
- You may be required to work additional hours, including evenings.
- You will be subject to satisfactory reference check and criminal records review.
- You must adhere to the Snuneymuxw First Nation's policies and procedures, including providing proof of valid Covid-19 Vaccine Pass



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Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Human Resources
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email: HR@snuneymuxw.ca Fax: 250-753-3492

Deadline Date: December 16, 2022 at 4PM PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide, and act on feedback

Community

Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Commitment

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities