



Homalco Firsts Nation Guardian Stewardship Coordinator

Term 12 Month Contract, Full-time

About Homalco- Strong, Generous, Resilient

We are Xwémalhkwa, or Homalco. We have been living on our territories, across the Bute Inlet on the West Coast of what is now known as British Columbia, since time immemorial. We have always been known as a generous and kind nation. Our Elders tell stories of welcoming visitors with open arms, and a hot meal at the ready. We have endured great hardships and we have suffered collective pain, but we are a strong and resilient nation and face these challenges with courage.

The need for leadership in our Guardian Program is rapidly growing, and therefore a motivated, independent candidate is called upon to respond to this application.

Job Summary

Reporting to the Director of Lands and Governance, the Guardian Stewardship Coordinator is a new role that is vital to the development and administration of the Guardian Program. The Guardian Program addresses Homalco's territorial stewardship, and is responsible for the oversight of cultural and archaeological values, identified wildlife values of concern, and industrial resource management. The Coordinator will work closely with the Guardians, Chief & Council, and external parties to ensure the efficient allocation of program resources, and revenue generating activities.

This position is a term employment which is dependent on funding. This term will run until March 31, 2025, with possibility of extension.

Duties

- Manage the administrative, budgetary, and structural needs of the Guardian Program, with assistance from other Homalco staff,
- Develop a Strategic Annual Plan for Guardian activities, based on directives from leadership and the 13-moon seasonal cycle,
- Secure stable funding for the Guardian Program, including revenue generating activities, and external grants,
- Assist in the hiring and management of a Guardian Team, with up to 6-8 staff,
- Assist in the coordination of training requirements needed for the Guardian Team,
- Coordinate the Guardians' time and activities to ensure internal and external requests are balanced with the Nation's broader stewardship priorities as per the Strategic Annual Plan,
- Support the resourcing needs of the Homalco Hatchery,
- Develop partnerships with industrial resource users within Homalco territory,

- Coordinate the stewardship objectives of the Guardian Program with the responses and requirements of the Referrals Program.

Knowledge & Abilities

Seeking a candidate who has:

- Previous experience working with Indigenous governing bodies or organizations,
- Experience in natural resource management, including forestry, fisheries and/or mining,
- Experience in managing projects on time and on budget,
- Strong computer skills, including experience with Microsoft Office and Adobe Acrobat,
- Strong organizational and analytical skills, including scheduling, time management and stakeholder management,
- Be eager to foster a positive and respectful work environment.

The candidate should:

- Present oneself in a professional manner in all interactions with staff, community members and external stakeholders,
- Exhibit strong verbal and written communication skills, decision making abilities and attention to detail,
- Exhibit strong leadership and initiative skills,
- Be willing to engage in field work where necessary,
- Be willing to work as needed from the Band Office in Campbell River,
- Complete a successful criminal record check.

Education, Experience & Licenses

- Diploma or bachelor's degree in Indigenous Studies, Education, Business Administration or Natural Resource Management or related program,
- Minimum of 3 years experience in a related field,
- Valid BC Class 5 Driver's License,
- Applicants with SVOP / Boat operator's certificate and sea time are preferred.

Compensation

- Salary commensurate with experience ranging from \$65,000 - \$85,000 / year, based on a 35 hr work week,
- Paid time off for holidays, in addition to paid time off up to regular annual allotment,
- Comprehensive benefits package, including dental, vision and extended health care.

Applicants of Homalco and/or Indigenous ancestry are encouraged to apply.

Apply by sending your cover letter and resume to Homalco First Nation Lands Director Alison Trenholm alison.trenholm@homalco.com, quoting Guardian Stewardship Coordinator in the subject line. This position will remain open until we have made a hire.

Only short-listed candidate will be contacted.