



Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250) 707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

siwłk^w, Water Project Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is currently seeking to employ a siwłk^w Project Coordinator in the Natural Resource Department. Reporting to the siwłk^w, Water Program Lead, the siwłk^w, Water Project Coordinator is responsible for the development, participation, and implementation of natural resource projects. A priority of this role is to develop and implement key Natural Resources communication projects and tools. This role will use sound principles and practices in order to uphold the Chief Executive Council mandate, as it relates to natural resources.

Key Responsibilities

Administrative Responsibilities

1. Develop and track project budget's, deliverables and contracts.
2. Develop and implement key Natural Resources Communication Tools and Resources. Liaise with the ONA Communications Lead.
3. Provide and review reports to the Program Lead, and complete other reports as required.
4. Maintain positive inter-agency relations to increase the profile of the ONA and the program.
5. Participate in meetings with department staff, ONA and member bands for strategic planning, reporting and to stay informed about current issues related to the ONA and the NR department.

Technical and Project Responsibilities

1. Participate, coordinate, and communicate on a variety of natural resource projects within the Okanagan Nation territory.
2. With the siwłk^w, Water Program Lead develop, manage, implement, and monitor natural resource projects.
3. Provide information and advice; including technical reporting.
4. Contribute to the writing, reviewing and publishing of cultural and scientific papers, reports and authoritative reviews produced by the NR Department and for communications and social media.
5. Complete project management requirements.
6. Maintain communication and correspondence files for all work activities.
7. Other duties as discussed and agreed upon.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Bachelor's Degree in Biology, Environmental Studies, Forestry, Natural Resource or relevant field and (5) five years related work experience with natural resource project management and implementation and staff supervision experience or an equivalent combination of education and experience. Experience working in First Nation natural resource management programs or projects is preferred.

Knowledge, Skills and Abilities

1. Strong knowledge of natural resources management and related challenges facing First Nations.
2. Strong knowledge of various government natural resource policies.
3. Proven knowledge and abilities in budgeting, contracts and project management.
4. Ability to utilize Syilx TEK Knowledge and research in Project Implementation.
5. Ability to create reports and complete planning.
6. Ability to work independently as well as in a team.
7. Must have excellent interpersonal, communication and technical writing skills.
8. Demonstrated ability to use various project management and data management software and associated programs.
9. Demonstrated organizational, time management and presentation skills.
10. Proven experience in working with First Nation organizations' issues and concern is preferred.
11. Availability of a reliable vehicle and a valid BC Driver's License.
12. Ability to work in the field as well as flexible work hours/willingness to work on evenings and weekend.

Competencies

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Organization and Planning
5. Initiative

Values – Respect, Honesty, Sharing, Trust and Unity

Wage: \$28.40/hr - \$38.43/hr

Participation in the group medical and pension programs after satisfying certain conditions.

Posted until filled.

Application Procedure: Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101-3535 Old Okanagan Hwy, Westbank BC V4T 3L7
Email: dleroux@syilx.org or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only those shortlisted will be contacted.