



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

Natural Resources Administrative 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.

Under the direction of the Natural Resource Operations Coordinator, the Natural Resources Administrative Coordinator will assume the responsibility for supporting the Natural Resources team members with administrative services, as well as contributing the ONA's general administrative needs as part of the ONA Administrative team.

Key Responsibilities:

Administrative Responsibilities

1. Provide administrative support to Natural Resource Department Staff.
2. Coordinate administrative functions with ONA's Administration staff to ensure proper finance and accounting procedures are followed.
3. Organize meetings and communications for the department.
4. Assist NR Program Leads with tracking progress on contracts, subcontracts and projects (deliverables and financials), update year-to-date project budgets.
5. File and update documents: hard copy and network.
6. Code invoices and expenses for approval.
7. Code mileage sheets, complete financial forms as requested (request for invoice, request for cheque), reconcile advances.
8. Assist and complete travel bookings including fleet or rental vehicle, air and hotel.
9. Assist with scheduling interviews and interview packages.
10. Coordinate and maintain training records.
11. Draft internal and external memos, and ONA internal news.
12. Field incoming calls to the Natural Resource department and respond or direct to appropriate personnel.
13. Develop and maintain Natural Resource event calendar.
14. Attend ONA and department staff meetings, take meeting minutes as required.
15. Attend Natural Resource safety committee meetings, take minutes and track actions as needed.
16. Track, file, and communicate relevant natural resource referrals.
17. Organize meetings and communications for the department.
18. Other duties and general coordination for events, meetings, projects, and programs as assigned.
19. Ensure the incorporation of Syilx knowledge, beliefs, values and best practices.

Technical and Project Responsibilities

1. Participate, coordinate, and communicate on a variety of natural resource projects within the Okanagan Nation territory.
2. Assist with developing, managing, implementing, and monitoring natural resource projects.
3. Complete wildlife enumeration, identification and capture/collection techniques as required. (e.g., trapping, mist netting, hair snagging)
4. Identify and apply policies and legislation.
5. Conduct quality control/quality assurance principles for projects managed as required.
6. Complete data input and analysis for technical reports.
7. Assist in assessment and evaluation of natural resources projects.
8. Complete project management requirements.
9. Maintain communication and correspondence files for all work activities.
10. Other duties as discussed and agreed upon.

Qualifications and Competencies

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

Qualifications

Diploma in Business Administration or Data Management or related field and a minimum of (3) three years' experience or an equivalent combination of education and experience. Must have previous experience working in First Nation natural resource management programs or projects

Knowledge, Skills and Abilities

1. Some knowledge of First Nation natural resources management programs.
2. Understanding of traditional norms and protocols in regard to research and data compilation.
3. Strong demonstrated data management, organizational and time management skills.
4. Strong knowledge and abilities in administration and communications.
5. Ability to occasionally work with ONA Elders and community members to ensure inclusion of traditional ecological knowledge.
6. Ability to contribute data and archival information into reports.
7. Ability to work independently as well as in a team.
8. Must have excellent interpersonal communication skills.
9. Strong MS Office and information database 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 flexible work hours/willingness to work on evenings and weekend.

Competencies

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Organizing and Planning
5. Gathering, Analyzing and Managing Information
6. Integrity

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.