



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 Cultural Research 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.

Job Purpose

Reporting to the Natural Resources Cultural Facilitator, the Natural Resource Cultural Coordinator is responsible for coordinating the connection of Syilx communities, elders, knowledge holders and cultural experts on key Natural Resource files, as well as salmon recovery initiatives in partnership with the ONA Fisheries Department and Columbia River Salmon Restoration Initiative. Additionally, this position is responsible for research and information synthesis using sound principles and practices in order to uphold the Chief's Executive Council mandate, as it relates to natural resources.

Scope

This position will work with various departments as well as Okanagan Nation community members, committees, and project partners

Key Responsibilities:

Administrative Responsibilities

1. Participate in department strategic planning, research, administrative, financial, and project management requirements.
2. Complete negotiated, planned and the funded contractual obligations.
3. Provide reports to the Natural Resource Cultural Facilitator, and complete other reports as required.

Technical and Project Responsibilities

1. Coordinate and monitor cultural aspects of Natural Resource Projects and programs.
1. Coordinate with community and Syilx Nation members to facilitate connection and involvement in Natural Resource files.
2. Collaborate with NR staff to design, plan and implement Natural Resource projects and programs in a culturally informed manner.
3. Complete assigned projects of the Natural Resource Department.

4. Develop and deliver presentations for workshops, seminars and conferences as required.
5. 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.
6. Write funding proposals to support the strategic operational objectives of the NR department as assigned.
2. Maintain communication and correspondence files for all work activities.

Qualifications and Competencies

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

Qualifications

Bachelor's Degree in relevant field and (3) one years related work experience with First Nation research methodology, and administrative experience or an equivalent combination of education and experience. Experience working in First Nation natural resource management preferred.

Knowledge, Skills and Abilities

1. Knowledge and understanding of Syilx Okanagan Nation interests as they relate to Natural Resources.
 2. Proven knowledge and abilities in research and administration.
 3. Knowledge and experience in areas of First Nation natural resources and cultural heritage and First Nations issues.
 4. Knowledge of provincial/federal and First Nations government related to natural resource and cultural heritage management.
 5. Extensive experience interpreting cultural and technical information gathered through various means of engagement.
 6. Ability to work closely with ONA Elders and community members to ensure inclusion of traditional ecological knowledge.
 7. Ability to work independently as well as in a team.
 8. Ability to create reports and complete planning and policy review.
 9. Must have excellent interpersonal, communication and technical writing skills in order to complete fundraising, contracts, proposals to ensure NR sustainability.
 10. Demonstrated organizational, time management and presentation skills.
 11. Proven experience in working with First Nation organizations' issues and concerns.
 12. Availability of a reliable vehicle and a valid BC Driver's License.
- 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. Organization and Planning
5. 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.