



k^wik^wəłəm
Kwikwetlem First Nation

Job title	Project Coordinator	Date	January 10 th 2023
Reports to Title	Referral and Stewardship Manager	Level	Prof/Tech
Dept	Referrals	Location	2-65 Colony Farm Road, Coquitlam, BC

About k^wik^wəłəm (Kwikwetlem) First Nation

k^wik^wəłəm First Nation (KFN) are a distinct BC First Nation whose traditional territory centers on the Coquitlam Lake Watershed and the surrounding areas. k^wik^wəłəm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the k^wik^wəłəm people is hə́hə́mihə́m, previously Downriver Halkomelem. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation which honors our rich culture, language and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by our teachings of our ancestors to be stewards and guardians of our lands and water for past, present, and future generations.

KFN is committed to economic development to promote the self-determination and long-term growth of the Nation. The Nation’s companies are responsible for carrying out all business operations, through companies such as KFN Enterprises LP and Saskay Land Development LP.

Job Purpose

Under existing laws, Canadian Regulators are required to refer a project to the Nation for review, and when it occurs within the Nation’s asserted Traditional Territory.

Our team of staff and expert advisors work with the Regulators and other stakeholders to determine how the project may impact the Indigenous Rights and Title of the k^wik^wəłəm First Nation (KFN).

In addition, Referrals receives hundreds of construction-related proponent inquiries from Federal and Provincial Ministries, Crown Corporations, Regional Authorities, neighboring municipalities, private sector companies and non-Governmental Organizations (NGO). These inquiries pertain to a wide range of issues that are of concern to KFN, such as archaeology, culture, environment, fisheries, stewardship, land rights and title and land use.

The department’s goal is to reach a mutually beneficial solution to these inquiries – a solution that serves the needs of KFN, Regulators and the Proponent. At all times, Referrals seeks to combine professional, archaeological, environmental, and traditional knowledge in a culturally appropriate way to inform our decisions.



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Primary Duties and Responsibilities

Information Management (50%): Use the referral software system to ensure:

- Correspondence is received, filed, and disseminated in a timely manner.
- Meetings are scheduled.
- Research and other data is easily available.
- Maps are prepared and accessible.

Internal/External Education and Advocacy (20%): Use verbal communications and strong writing skills to:

- Describe KFN policy to proponents and persuade proponents to adopt KFN policy using knowledge of legal environment and good faith tactics.
- Deepen KFN LAR Division and Leadership's understanding of proponent positions and influence KFN-proponent meeting outcomes.
- Share scientific knowledge with proponents, staff, and members to further KFN land management and stewardship objectives.
- Increase cooperation (effectiveness) between other KFN LAR team members.

Stewardship Project Co-ordination (15%): Promote KFN self-governance objectives by:

- Advancing Nation-led stewardship through relationship building, community engagement, and restoration planning and implementation.
- Conducting desktop and field studies to inform impact assessments and restoration planning through the establishment of baseline conditions and development of comprehensive monitoring programs.
- Assist in reviewing documents received through consultation (e.g., environmental permits, Waste Management Plans etc.) and make recommendations.

Financial Management (5%): Use MS Excel and applicable financial software to:

- Assist the department in preparation of project budgets and quarterly reports.

Education, Skills and Experience

- Undergraduate or Graduate Degree in Archaeology, Planning, Land Management, Biology, or other related discipline and/or,
- Understanding of land-use and cumulative impacts, ecosystem function, resilience, restoration, and climate change, and
- Ability to interpret maps and understand GIS principles and mapping programs.
- Computer skills including MS Office, Word, Excel, PowerPoint, and Outlook.
- Research, writing, and verbal communication skills.
- Decision-making and problem-solving skills.
- Knowledge of current KFN or First Nations issues, culture, or history.
- Ability to work independently and within a team environment.
- Ability to maintain confidentiality and tact.

Job Competencies

- Collaboration and teamwork.
- Interpersonal relationships.



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- Perseverance and resiliency.
- Accountability and results oriented.
- Customer focus.
- Authenticity, transparency, and integrity.
- Attention to detail and accuracy.
- Ability to prioritize heavy workload and complete tasks efficiently.

Other requirements

- Valid drivers' license, personal vehicle, and the ability to travel on occasion.
- Overtime, weekend, and evening work as may be required.
- Satisfactory criminal record check.

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to Ruchita.tolani@kwikwetlem.com

We thank all applicants for their interest, however only short-listed candidates will be contacted.