



**k<sup>w</sup>ik<sup>w</sup>əłəm**  
Kwkwetlem First Nation

<b>Job title</b>	Reconciliation Coordinator	<b>Date</b>	February 15 <sup>th</sup> 2023
<b>Reports to Title</b>	Director of Lands and Resources	<b>Level</b>	Field/Admin
<b>Dept</b>	Lands & Natural Resources	<b>Location</b>	Colony Farm office

### About k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) First Nation

k<sup>w</sup>ik<sup>w</sup>əłəm First Nation are a distinct BC First Nation whose traditional territory centers on the Coquitlam Lake Watershed and the surrounding areas. k<sup>w</sup>ik<sup>w</sup>əłəm 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<sup>w</sup>ik<sup>w</sup>əłəm people is hənq̓əmiñəḥ, 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 that 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 the teachings of our ancestors to be stewards and guardians of our lands and water for past, present, and future generations.

### Responsibilities will include, but are not limited to:

- Process / Administration connection between Reconciliation Table members and KFN Departments (particularly Lands & Resources Team)
- Manages the Reconciliation Table work plans, budgets, timetables, and document control.
- Coordinates the legal, technical specialists, communications, KFN Departments, community and others as directed by the Reconciliation Table Advisor or others as appropriate.
- Documents Main Table discussions with minutes and action items
- Manages the Reconciliation Table Action Tracker (KFN Actions and Actions owed from other Parties)
- Manages document control / Sharepoint site
- Provides logistics support for meetings (virtual/in-person) and associated coordination with external coordinators.

### Education, Experience & Qualifications

- Bachelor’s in administration or relevant study
- Proficient computer skills, including email and using handheld devices.



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- Strong communication skills and be able to interact with proponents/contractors in a polite and positive manner
- Dependable, motivated, and demonstrates a strong work ethic.
- Shows initiative and is a team player.
- Demonstrates a strong commitment to protecting the health of KFN territory and culture.
- Ability to work irregular work hours, including some overtime
- Physically able to complete duties
- Comfortable outdoors

**Job Competencies**

- Collaboration & Teamwork
- Interpersonal relationships
- Perseverance & Resilience
- Accountability & Results Oriented
- Customer Focus
- Authenticity, Transparency & Integrity

**Other requirements**

- Valid Class 5 Driver's License, reliable personal vehicle (insured for work use and in good working condition)
- Overtime, weekend and evening work as may be required from time to time
- 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 changes 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 a resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com).

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