



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

**GIS (Geographic Information System) Analyst**  
**Job Description**

**About k<sup>w</sup>ik<sup>w</sup>ə́łəm First Nation:**

k<sup>w</sup>ik<sup>w</sup>ə́łəm First Nation are a distinct BC First Nation whose traditional territory centers on the Coquitlam River Watershed and the surrounding areas. k<sup>w</sup>ik<sup>w</sup>ə́łəm 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>ə́łəm people is hə́nqə́mihə́m. 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.

**Job Summary:**

k<sup>w</sup>ik<sup>w</sup>ə́łəm First Nation requires the addition of a passionate and committed individual who can assist us with providing mapping and analysis services. The GIS Analyst will join a dynamic team of professionals and primarily support the production of geospatial deliverables associated with referral support, archaeological projects, infrastructure inventory, and cultural studies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create high-quality cartographic maps and templates.
- Research, assemble, and summarize data including scanning, georeferencing, and digitizing features from paper and mylar maps.
- Verify and check spatial information to ensure continuity, integrity, and compliance with standards.
- Create, maintain, and analyze spatial and attribute databases.
- Construct visual material for meetings, proposals, reports, conferences, and presentations.
- Design, develop, document, and implement GIS projects.
- Assist with other projects and duties as required.

**QUALIFICATIONS AND ATTRIBUTES:**

***Education/Experience:***

- One or more years of related work experience.
- Completion of a post-secondary program in Geography, Natural Resource Management, Information Management Systems or a related field or concentration.
- Technical certificate in Geographic Information Systems is an asset.



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- Previous experience working for or with an indigenous community or organization is an asset.

***Technical Skills:***

- Knowledge and understanding of GIS principles and mapping systems.
- Familiarity with and commitment to practice effective data management procedures and standards.
- Current knowledge and understanding of the latest GIS trends, applications, and data technology.
- Knowledge and experience with provincial and federal administrative, natural resource, and infrastructure spatial datasets.
- Understanding GIS applications in archaeology and natural resources is an asset.

***Cartographic and Presentation Skills:***

- Demonstrated knowledge of map design principles.
- Excellent verbal and written communication skills.

***Personal Skills:***

- Ability to interact and work with others and communicate effectively.
- Good organizational skills and attention to detail.
- Ability to work independently and adapt to changing priorities on tight timelines.
- Understanding and respect of First Nations history and perspectives.

**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**

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



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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 a resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com).

*We thank you for your interest in advance. Short-listed candidates will be contacted; others will be kept in our database for future consideration.*