



## Kwikwetlem First Nation – Job Description

<b>Job Title:</b>	<i>Manager, Referrals &amp; Stewardship</i>
<b>Reports To:</b>	<i>Director of Lands and Natural Resources</i>

### Job Summary

This role is tasked with forming a working relationship between KFN & other parties:

- 1) To their mutual benefit (if possible).
- 2) To further LAR policy objectives of KFN leadership / members.

### Job Responsibilities

#### 1. Information Management

Mentor staff to ensure:

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

#### 2. Internal & External Education

Use conversation and writing skills to:

- A. Mentor LAR and other KFN staff on how to:
  - Describe KFN policy to proponents.
  - Deepen KFN LAR Dept & Leadership's understanding of proponent positions.
  - Increase cooperation (effectiveness) between other KFN LAR team members.
- B. Manage relationships with 3rd party consultants (Archeologists, Environmental Engineers / Monitors, Cultural Authorities, Data Base Consultants & Lawyers).

#### 3. Advocacy

Use verbal sales & writing skills to:

- A. Mentor (and Role Model) Department Staff on how to:
  - Persuade proponents one-on-one to adopt KFN policy.
  - Impact KFN - proponent meeting outcomes.

#### 4. Financial Management

Use excel and financial software (Xyntax) to:

- Prepare and monitor department and project budgets & quarterly reports.
- Secure and manage revenue streams.
- Monitor and control expenses.

All matters regarding finances should be with Finance. This includes Proposals, Agreements, Reports and any correspondence concerning changes to Scope of Work or amounts of funding.



**5. Secure Capacity Building Funding to support Referrals**

Research and apply for capacity building funding to support the referrals group on an ongoing basis.

**6. Planning**

Advise KFN Lands & Resources planning activities including:

- Strategic Plans
- Land Use Plans
- Archaeological, Cultural & Environmental Plans

**7. Communications and Accountability**

Work with the Strategic Advisor/Director of Lands and Resources to ensure regular updates to KFN leadership.

- Providing written or oral updates as necessary to ensure that work proceeds according to the deliverables identified in the Agreements.
- Identifying and sharing any challenges with meeting deliverables and seeking direction to address these challenges.
- Identifying and providing written updates for Communications to provide to community members on a regular basis. For example for the KFN newsletter and other communications' vehicles.

**Qualifications/Experience**

- Post-secondary education in management, archeology, environment, or sales.
- Ability to interpret maps & understand GIS principles and mapping systems.

**Skills/Abilities/Knowledge**

- Excellent communication and analytical skills; attention to detail.
- Self-motivated; able to work independently.
- Cooperative and willing to lead others and work in a team environment.
- Brings a creative and unconventional approach to problem solving (ability to think outside the box).
- Highly developed interpersonal & persuasion skills
- Proficient with computers, the Internet and Microsoft Office Programs (Word, Excel, Outlook, etc.)
- Ability to work in a fast-paced environment under pressure; demonstrate flexibility, cooperation and ability to shift priorities rapidly.
- Must demonstrate a high degree of professionalism and good judgment.
- Ability to solve practical problems in a culturally appropriate manner and deal with a variety of variables in situations.

**Job Competencies**

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

**Other requirements**

- Valid drivers' license, personal vehicle and the ability to travel from time to time.
- Overtime, weekend and evening work as may be required from time to time.



- Satisfactory criminal record check