



# Wetlands Workforce

## First Nations Liaison – Administrative Professional

### About BCWF and Wetlands Workforce (WW)

The B.C. Wildlife Federation is British Columbia’s leading conservation organization. As a province-wide member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance and promote the wise use of the environment for the benefit of present and future generations.

We are pleased to announce this exciting opportunity for you to join our project and make a BIG impact on watershed and wetland health in B.C. The Wetlands Workforce (WW) project deploys work pods in the field to support the maintenance, monitoring and inventory of restored wetland sites across B.C., engages in planning activities related to the restoration of future wetland restoration sites and inventory of natural wetland sites for the development of better wetland management tools. The WW Project is supported through the Province of BC’s economic stimulus fund and will provide temporary employment for a minimum of 100 people.

The WW endeavors to build relationships with First Nations based on respect and recognition of rights. As part of the WW, the project team is engaging with over 100 First Nations communities across the Province. The First Nation Liaison – Administrative Professional will play a key role in building relationships between First Nations and the BCWF in support of wetlands conservation.

### Role Details

<b>Start Date(s):</b>	As soon as possible
<b>Wage:</b>	\$22 – 26 (To be reviewed based on experience)
<b>Department:</b>	Conservation Stewardship – Wetlands Program
<b>Reports to:</b>	Wetlands Workforce First Nations Liaison

**Hiring preference will be given to applicants with lived experience of Indigenous culture, traditions and languages, and who self-identify as Indigenous.** Indigenous peoples refer to people of First Nations, Métis, and Inuit peoples in Canada. **Candidates who wish to qualify for preferential consideration must self-identify in their application.**

This is a full-time, contracted position until December 15, 2021. Evenings, weekends and/or extended hours may be required to accommodate travel schedules, field placements, training, and other events.

Work will be primarily indoors with a work-from-home setting, collaborating virtually with a headquarters team, partners, and First Nations communities. Office equipment can be provided if required. Travel around the province during the field season to engage with First Nations communities and to facilitate training may be required. Applicants must be residing in B.C.

## Job Purpose

Reporting to the First Nations Liaison, the Wetlands Workforce Project Manager and the Director of Conservation Stewardship, the First Nations Liaison - Administrative Professional will support the WW in fostering and maintaining relationships with First Nation communities through the delivery of the WW project. The First Nations Liaison – Administrative Professional will assist with coordinating schedules and information between First Nations, partnering organizations and WW field crews.

The position will involve direct collaboration with First Nations and Indigenous leadership in B.C. The First Nations Liaison – Administrative Professional will ensure that Indigenous voices are represented throughout the entire WW project, and that BCWF can demonstrate to funders that goals of collaboration have been achieved.

## Core Responsibilities

- Assist with communicating and building connections with First Nation communities where the traditional territories overlap with WW project sites.
- Provide logistical support to WW field staff and partners to ensure on-site collaboration with First Nations.
- Support the First Nations Liaison in meetings with First Nation leaders, elders, and other knowledge holders to exchange information for project input.
- Collaborate and liaise with local First Nations on field site plans.
- Support the development of reports on First Nations collaboration and related impacts.
- Schedule meetings and events with First Nations and WW participants.

## Competencies and Skills:

The WW aims to primarily hire those affected by the Covid-19 pandemic and resulting economic downturn. Candidates who do not meet all the requirements in the description below are encouraged to apply. This position will include a variety of paid training and educational opportunities.

### Knowledge, Skills and Abilities:

- Self-starter with strong interest in working with First Nations in B.C.
- Understanding of the history of First Nations of B.C. and Canada, and the contemporary landscape of Indigenous Relations.
- Lived experience of Indigenous culture, traditions, and languages.
- Demonstrated organizational skills and ability to adapt to changing priorities and meet deadlines.
- Strong attention to detail.
- Ability to work effectively, both independently and as part of a team.
- Strong interpersonal, intercultural, and group communication skills including knowledge of culturally appropriate ways of working with local Indigenous groups.
- Excellent research skills with ability to synthesize information and develop/deliver findings and recommendations.
- Proficient in Microsoft Office Suite, including Excel, Word, Outlook, and PowerPoint.

**Education:**

- Completion of Grade 12, and some post-secondary courses related to business administration, Indigenous Relations, Environmental and/or Social Sciences.

**Asset:**

- Experience communicating and engaging with First Nations governments and membership in the Province of BC.
- Knowledge and interest in Project Development.
- Experience in database management.

**How to Apply**

To apply, send a combined PDF file including a current resume or CV and references to: [Jobs@bcwf.bc.ca](mailto:Jobs@bcwf.bc.ca)

In your subject line, please include the title "WW First Nations Liaison Administrative Professional"

Applications will be reviewed until a suitable candidate has been found. **Candidates who wish to qualify for preferential consideration must self-identify in their application.** Only applicants who are considered for an interview will be contacted. We kindly ask that applications be sent by email only – no fax, mail or phone calls please. If applicants would like additional information about the position, please contact Glenn Auger, First Nations Liaison at [Glenn.Auger@bcwf.bc.ca](mailto:Glenn.Auger@bcwf.bc.ca).