



# Okanagan Nation Alliance

250-707-0095 3535 Old Okanagan Hwy, Westbank, BC V4T 3J6

Phone (250) 707-0095 Fax (250)707-0166 [www.syilk.org](http://www.syilk.org)

## EMPLOYMENT OPPORTUNITY

### Natural Resources Senior Projects Manager

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Colville Confederated Tribes of the Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

#### Job Purpose

To support the Natural Resources Manager (and ultimately ONA's intergovernmental affairs) by leading the development and design of extensive and complex Natural Resources projects, technical documents and reports that advance and support the ONA Chief Executive Council (CEC) Natural Resources mandate.

#### Scope of the Position

The scope is extensive in that the position is responsible for the management of special projects (including but not limited to those associated with BC Hydro, Columbia River Treaty, Fortis etc. and Memorandum of Understanding initiatives) including proposal development, planning, implementation and monitoring, evaluation and communications and for ensuring the contract and/or project deliverables are met.

The position requires work within a very dynamic, fast paced and results-based organization that demands creative problem-solving skills. The incumbent will work closely with the Natural Resources Manager and the Inter-Governmental team including the ONA's Senior Policy Advisor, to manage a range of projects.

#### Key Responsibilities:

1. Assume responsibility for any assigned NR project, including strategizing, planning, implementation, monitoring and evaluating the project to ensure all deliverables and contract requirements are met.
2. Coordinate and/or supervise project team members, ensuring efficient and effective use of resources and maintaining a positive team relationship.
3. Utilize a variety of software applications to ensure project updates are maintained, relevant and current data is used.
4. In accordance with ONA policy and standards, develop and maintain a proactive internal communications strategy for a range of audiences to ensure they are apprised of project progress and achievement of outcomes/deliverables.

5. Ensure all reporting requirements are met for approval by the NR Manager, for internal and external audiences (including project funders).
6. Prepare documents including presentations, spreadsheets, correspondence, meeting minutes and reports in an accurate and timely manner, for use by the appropriate teams and committees.
7. Ensure the dissemination of information and knowledge related to project activities.
8. Assist in budget development and monitor expenditures.
9. As assigned by the NR Manager, contribute to the writing, reviewing and publishing of cultural and scientific papers, reports and authoritative reviews produced by the NR Department and for communications and social media.
10. Participate in NR strategic planning and provide expertise in project management, and strategies to advance the functions of the NR department and the mandate of the ONA.
11. Assume a mentoring role when required to build internal department and community capacity in relation to Natural Resources project management.
12. Participate in ONA team meetings and events as required.
13. Perform other duties as required and as appropriate for the position.

### **Qualifications and Competencies**

The position will require the following qualifications, experience and knowledge.

### **Qualifications and Experience**

1. Minimum of a Bachelor degree in Natural Resources, Environmental Science or related field (a post-graduate degree is preferred).
2. Minimum of 5 years of demonstrated experience in project management, policy development and the development of position papers within an Indigenous natural resources context.
3. Formal project management training and certification is highly desirable (such as Project Management Professional certification/designation).

### **Knowledge, Skills and Abilities**

1. Knowledge and experience of provincial and federal legislation.
2. Extensive understanding of Indigenous Title and Rights issues pertaining to the governance of First Nations initiatives, especially related to natural resource management.
3. Proven capacity to manage projects to ensure deliverables are met; ability to transfer skills from projects and manage several initiatives simultaneously.
4. Ability to research, gather and analyze information related to the improvement of project and program design and delivery.
5. Knowledge and experience of group process and facilitation techniques.
6. Well developed conflict resolution, interpersonal and advocacy skills.
7. Conceptual and critical thinking skills to identify and analyze situations and challenges, and the ability to manage those to successful resolution.
8. Good judgement, tact, strong interpersonal skills, demonstrated initiative.
9. Excellent written, verbal communication skills together with presentation and organizational skills.

10. Ability to build and enhance sustainable working relationships with multiple stakeholders.
11. Demonstrated computer skills in a wide range of programs such as Microsoft Office suite and willingness to learn other programs.
12. Self-motivation, great work ethic with the ability to work individually as well as in team environment as required.
13. Criminal Record Check.
14. A reliable vehicle and a valid class 5 BC driver's license.
15. Willingness and ability to work flexible hours including evenings and weekends.

**Application Procedures:** Interested candidates are invited to send a current resume and covering letter to:

**David Leroux, Employment and Human Resources Administrator**

Okanagan Nation Alliance  
# 101- 3535 Old Okanagan Hwy  
Westbank, BC V4T 3J6

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**Competition closes January 7, 2019 at 4.30 p.m.**

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

