



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Geographical Information System (GIS) and Technical Support Coordinator.

The Okanagan Nation Alliance (ONA) is the Tribal Council for Syilx Okanagan Nation. 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.

The ONA wishes to employ an enthusiastic Geographical Information System (GIS) and Technical Support Coordinator. The position reports to the Natural Resources Operational Biologist and will be responsible for the Geographic Information section of the Natural Resources Department and will provide GIS related services to the team.

Key Responsibilities:

1. Apply technological tools used and/or developed at the ONA, including the ONA Decision Support System (DSS), Voices on the Land web atlas, and Geographical Information System (GIS).
2. Work with the Natural Resources Operations Biologist to implement the technological tools at ONA communities and provide on-going support and networking.
3. Digitize maps using Geographical Information System (GIS) and maintain a well-organized system for data security.
4. Prepare media, including videos, audio clips, text, and photographs, for uploading onto the ONA website and social media pages. Ensure that the NR website pages are maintained at a professional caliber.
5. Develop project proposals relating to the goals and objectives of the NR Department GIS.
6. Create data catalog for storage of all gathered GIS data relevant to the ONA territory and beyond.
7. Contribute to the planning, delivery and development of natural resources and land use information for the Natural Resources Committee.
8. Integrate baseline data, map biographies, GPS data collection, and other information into ONA NR Department GIS systems and associated databases.
9. Assist in developing Use and Occupancy Map Survey study data collection and GIS storage methodology and subsequent data storage.
10. Conduct research for projects and as directed by NR Operations Biologist.
11. Complete GIS projects for member bands on an as needed basis on as determined by the NR Operations Biologist.
12. Participate in community visioning workshops and outreach programming, as well as field excursions for data collection with ONA Cultural and Traditional Knowledge (TEK) Advisors.
13. Represent the NR Team on the ONA Communications Working Group and keep the NR Team apprised of developments in communications policies and practices.
14. Attend ONA and department staff meetings as required and contribute technological knowledge and expertise.
15. Other duties as appropriate and required for this position.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Must have a GIS Mapping Diploma/Certification and a minimum of 1-year broad work experience in mapping and technical communications or organizational/planning GIS services with a First Nations organization or private sector.

Consideration will be given to those with a Grade 12 education and 6+ years of GIS experience.

Knowledge, Skills and Abilities

1. The employee must have an aptitude and formal training/work experience in Geographic Information Systems sufficient to design, implement and manage databases, maps, required analyses, and special projects as required.
2. The Coordinator should be interested in and familiar with traditional Okanagan ecological knowledge and land use.
3. Experience with provincial/federal government or First Nations government related to natural resource management and/or communications is preferred.
4. Computer skills in a wide range of programs such as Microsoft Office suite of programs, Mac applications, Final Cut Pro, Motion, imovie, dvd studio pro, Esri: ArcMap, ArcGIS and willingness to learn others if necessary.
5. Demonstrated written and oral communication skills.
6. Demonstrated organizational, time management and presentation skills.
7. Quick learner and willing to attempt new tasks and learn and apply new knowledge and information.
8. Self-motivated with demonstrated initiative but with a core team work ethic.
9. Knowledge of ONA and member bands is preferred.
10. Excellent inter-personal skills.
11. Wide knowledge base in natural resource issues gained from education and/or experience, preferably with an understanding of First Nations issues.
12. Preference will be given to qualified applicants of Aboriginal ancestry.
13. Ability to work in a cooperative professional highly motivated and independent manner.
14. A reliable vehicle and a valid BC Driver's License;
15. Flexible work hours/willingness to work on evenings and weekend.
16. A reliable vehicle and a valid BC Driver's License.

Application Procedures: Please send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

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

COMPETITION OPEN UNTIL A SUITABLE CANDIDATE IS IDENTIFIED.

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