



EMPLOYMENT OPPORTUNITY

Natural Resources Project Coordinator and Researcher (Maternity backfill)

The Okanagan Nation Alliance (ONA) is the tribal council for the 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 of common concern.

The ONA is currently seeking a maternity leave backfill for the position of Natural Resources Project Coordinator and Researcher. The position holder will work on projects assigned by the Natural Resources Project Lead and/or the Natural Resources Manager and will in general support the technical functions of the department.

The Natural Resource Cultural Research Coordinator is responsible for the cultural research with regards to Syilx Okanagan Nation traditional ecological knowledge, expertise and practices. Reporting to the Natural Resources Cultural Program Lead and working with various team members within the Okanagan Nation this position is responsible for research and information synthesis using sound principles and practices in order to uphold the Chief Executive Council mandate, as it relates to natural resources. This position will work with various departments as well as Okanagan Nation community members, committees, and project partners.

Key Responsibilities:

- Participate in department strategic planning, research, administrative, financial, and project management requirements.
- Complete negotiated, planned and the funded contractual obligations.
- Provide reports to the Natural Resource Cultural Program Lead, and complete other reports as required.
- Research, gather, synthesize and report on cultural heritage and Syilx ecological knowledge information.
- Coordination with community and Syilx Nation members to ensure cultural research opportunities.
- Collaborate with NR staff for designing, planning and undertaking technical and cultural research projects as required.
- Complete assigned research projects of the Natural Resource Department.
- Develop and deliver presentations for workshops, seminars and conferences as required.
- 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.
- Write funding proposals to support the strategic operational objectives of the NR department as assigned.

Qualifications and Competencies

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

Qualifications

Bachelor's Degree in relevant field and (1) one years related work experience with First Nation research methodology, and administrative experience. OR an equivalent combination of education and experience such as; a related Diploma and (3) three years' experience or other combination.

Knowledge, Skills and Abilities

- Knowledge and understanding of *Syilx* Okanagan Nation interests as they relate to Natural Resources.
- Proven knowledge and abilities in research and administration.
- Knowledge and experience in areas of First Nation natural resources and cultural heritage and First Nations issues.
- Knowledge of provincial/federal and First Nations government related to natural resource and cultural heritage management.
- Extensive experience interpreting cultural and technical information gathered through various means of engagement.
- Ability to work closely with ONA Elders and community members to ensure inclusion of traditional ecological knowledge.
- Ability to work independently as well as in a team.
- Ability to create reports and complete planning and policy review.
- Must have excellent interpersonal, communication and technical writing skills in order to complete fundraising, contracts, proposals to ensure NR sustainability.
- Demonstrated organizational, time management and presentation skills.
- Proven experience in working with First Nation organizations' issues and concerns.
- Availability of a reliable vehicle and a valid BC Driver's License.
- Ability to work flexible work hours/willingness to work on evenings and weekend.

Term: Up to 40 hrs/week with flexible work hours (e.g. some evenings and weekends)

Application Procedures: Resumes and covering letter must be submitted to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
101 – 3535 Old Okanagan Hwy, Westbank,
B.C. V4T 3L7 Email: dleroux@syilx.org or Fax:
250-707-0166

Competition open until filled.

Thank you for your interest, **No Phone Calls Please**

