



EMPLOYMENT OPPORTUNITY

Wildlife and Ecosystems Project Manager

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 seeking to employ an enthusiastic individual to work as Wildlife and Ecosystems Project Manager. 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 Wildlife and Ecosystems Project Manager is responsible for the development, participation, management and implementation of natural resource projects and processes. Reporting to the Timixw Program Lead and working with various committees within the Okanagan Nation this position is responsible for project management and staff supervision using sound principles and practices in order to uphold the Chief Executive Council mandate, as it relates to natural resources.

This position will oversee Natural Resources projects and work with various staff, departments as well as Okanagan Nation communities, committees, and partners.

Key Responsibilities

- Participate in administrative and department strategic planning requirements.
- Complete the development and monitoring of project management and technical staff and contractor work plans.
- Provide and review reports to the Program Lead, and complete other reports as required.
- Maintain positive inter-agency relations to increase the profile of the ONA and the program.
- Developing budgets, funding, contracts, and manage all delegated fiscal and materials resources.
- Participate, coordinate, and communicate on a variety of natural resource projects within the Okanagan Nation territory.
- Develop, manage, implement, and monitor natural resource projects.
- Identify and apply policies and legislation.
- Provide information and advice; including technical reporting.
- Complete project management requirements.
- Maintain communication and correspondence files for all work activities.
- Other duties as discussed and agreed upon.

Qualifications and Competencies

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

Qualifications

Bachelor's Degree in Biology, Environmental Studies, Forestry, Natural Resource or relevant field and (3) three years related work experience with natural resource project management and

implementation and staff supervision experience. OR an equivalent combination of education and experience such as; a related Diploma in a Natural Resource related field and (5) five years' experience or other combination.

Experience working in First Nation natural resource management programs or projects is preferred.

Knowledge, Skills and Abilities

- Excellent knowledge of natural resources management and related challenges facing First Nations.
- Excellent knowledge of various government natural resource policies.
- Proven knowledge and abilities in budgeting, contracts and project management.
- Demonstrated ability to supervise and provide the professional mentorship and capacity development of Department staff.
- Ability to work closely with ONA Elders and community members to ensure inclusion of traditional ecological knowledge.
- Ability to create reports and complete planning.
- Ability to work independently as well as in a team.
- Ability to work with a variety of electronic field and office equipment.
- Must have excellent interpersonal, communication and technical writing skills.
- Demonstrated ability to use various project management and data management software and associated programs.
- Demonstrated organizational, time management and presentation skills.
- Proven experience in working with First Nation organizations' issues and concern is preferred.
- Availability of a reliable vehicle and a valid BC Driver's License.
- Ability to work in the field as we as 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**

