



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

Natural Resources Cultural Research Coordinator

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 the Syilx 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 is currently seeking to employ a Cultural Research Coordinator in the Natural Resource Department. Reporting to the Natural Resources Cultural Program Lead, the Cultural Research Coordinator is responsible for conducting research and supporting projects relevant to Syilx Okanagan Nation cultural heritage and traditional ecological knowledge. Additionally, this position is responsible for information synthesis using sound principles and practices in order to uphold the Chief Executive Council mandate as it relates to natural resources.

Key duties and responsibilities may include:

- Participate in department strategic planning, research, administrative, financial, and project management requirements.
- Complete negotiated, planned and 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.
- Coordinate 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.
- Develop and deliver presentations for workshops, seminars and conferences.
- Contribute to the writing, reviewing, and publishing cultural and scientific papers, reports and authoritative reviews produced by the NR Department and for communications and social media.
- Maintain communication and correspondence files for all work activities.
- Other duties as discussed and agreed upon.

Qualifications and Competencies required:

- Bachelor's Degree in relevant field and one (1) year related work experience with First Nation research methodology, and administrative experience; or an equivalent combination of education and experience.
- Experience working in First Nations natural resource management is preferred.

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, cultural heritage, and issues.
- Knowledge of provincial/federal and First Nations government related to natural resource and cultural heritage management.
- Experience interpreting cultural and technical information gathered through various means of engagement.
- Ability to work independently as well as in a team.
- Ability to create reports and complete planning and policy review.
- Must have good communication and technical writing skills in order to complete contracts and proposals to ensure NR sustainability.
- Demonstrated organizational, time management, and presentation skills.
- Availability of a reliable vehicle and a valid BC Driver's License.
- A valid BC Driver's License.
- Ability to work flexible work hours and willingness to work evenings and on weekends if needed.

Application Procedure: Interested candidates are invited to 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 or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only those shortlisted will be contacted.