



# Okanagan Nation Alliance

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

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## EMPLOYMENT OPPORTUNITY

### Natural Resource Cultural Program Lead

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 of common concern.

The ONA is currently seeking to employ a Natural Resource Cultural Program Lead. Reporting to the Natural Resource Manager, the Natural Resource Cultural Program Lead is responsible for the participation, development, implementation and management of cultural research and natural resource projects with regards to Syilx Okanagan Nation traditional ecological knowledge, expertise and practices. As well as provide 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.

### Scope

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

### Key Responsibilities:

#### *Administrative Responsibilities*

1. Participate in department strategic planning, human resources, administrative, financial, and project management requirements.
2. Complete the development and monitoring of work plans.
3. Complete negotiated, planned and the funded contractual obligations.
4. Provide reports to the Natural Resources Manager, and complete other reports as required.
5. Complete positive inter-agency relations to increase the profile of the ONA and the program.

#### *Technical and Project Responsibilities*

1. Design, plan and implement cultural research and communicate on a variety of natural resource projects and programming within the Okanagan Nation territory.
2. Develop, manage, implement, and monitor cultural natural resource projects.
3. Review, analyze and make recommendations on policies and legislation.
4. Oversee cultural communication and engagement with ONA communities to gather, synthesize and disseminate information to inform key documents.
5. Provide authoritative information and advice; including, recommending policies, strategies, standards and methodologies.

6. Develop and deliver presentations for workshops, seminars and conferences as required.
7. Complete project management requirements.
8. Write funding proposals to support the strategic operational objectives of the NR department.
9. Report on project development, strategic planning and natural resource management issues.
10. Maintain communication and correspondence files for all work activities.
11. 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 (5) five years related work experience with First Nation research methodology, strategic planning, human resources, administrative, financial, and project management experience or an equivalent combination of education and experience.

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

1. Knowledge and understanding of Syilx Okanagan Nation interests as they relate to Natural Resources.
2. Proven knowledge and abilities in strategic planning, research, human resources, administrative, financial, and project management.
3. Superior skills in developing and recommending beneficial partnerships within the Nation, and with industry or agencies regarding natural resources and land use.
4. Strong knowledge and proven experience in areas of First Nation natural resources and cultural heritage, such as principles of biology and hydrology, cultural research, land use planning, TEK, and First Nations issues.
5. Strong knowledge of provincial/federal and First Nations government related to natural resource and cultural heritage management.
6. Extensive experience interpreting cultural and technical information gathered through various means of engagement.
7. Demonstrated ability to supervise and provide the professional mentorship and capacity development of Department staff.
8. Ability to work closely with ONA Elders and community members to ensure inclusion of traditional ecological knowledge.
9. Ability to work independently as well as in a team.
10. Ability to create reports and complete planning and policy review.
11. Must have excellent interpersonal, communication and technical writing skills in order to complete fundraising, contracts, proposals to ensure NR sustainability.
12. Demonstrated ability to use various project management and data management software and associated programs.
13. Demonstrated organizational, time management and presentation skills.
14. Proven experience in working with First Nation organizations' issues and concerns.
15. Availability of a reliable vehicle and a valid BC Driver's License.
16. Ability to work flexible work hours/willingness to work on evenings and weekend.

## **Competencies**

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Organization and Planning
5. Integrity

**Values** – Respect, Honesty, Sharing, Trust and Unity

**Hours:** Full Time 40 hrs per week, with flexible work hours (e.g. some evenings and weekends).

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

David Leroux, Human Resources Manager

Okanagan Nation Alliance

# 101- 3535 Old Okanagan Hwy

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

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

**The Competition is posted until filled.**

