



HOMALCO FIRST NATION

Job Posting: Forestry Referrals Technician / Referrals Assistant
Job Type: Full-time Ongoing
Department: Homalco Lands and Resources Department
Hours: Monday to Friday 8:30 a.m. – 4:30 p.m. (Weekends as needed)
Location: Campbell River, B.C.
Salary: \$50,000 - \$60,000

We are *Xwémalhkwu*, or Homalco, and we are known as “the people of the fast-running waters”. Our connection to our lands and waters forms part of our identity and informs our responsibility to our lands, waters, and people. We have lived in concert with our natural surroundings for millennia in Bute Inlet, the Discovery Islands and Campbell River

JOB SUMMARY

The role of the Homalco Forestry Referrals Technician / Referrals Assistant is to support the response to all incoming forestry-related referrals in accordance with Homalco’s right and title, as well as our territorial goals, objectives, and strategies. In addition, the Forestry Referrals Technician / Referrals Assistant may also be tasked with assisting the referrals coordinator with other referral-related duties as needed, and supporting other specific Department projects as requested.

KEY RESPONSIBILITIES

- Reviewing, assessing, researching and responding to forestry-related referrals that are submitted to Homalco First Nation, as per established policies and protocols.
- Working with the Guardian Stewardship Coordinator and Referrals Coordinator to ensure Cultural Heritage Surveys and Archaeological Surveys are scheduled as needed.
- Supporting the referrals coordinator in the management, organization and response of referrals.
- Supporting Traditional Use and Occupancy Studies, Knowledge Studies and Strength of Claim Analyses.
- Reports to the Referrals Coordinator and Lands Director

ESSENTIAL FUNCTIONS

- Supports the coordination and management of forestry-related referrals.
- Provides input into Departmental communications and outreach, which may include the development of presentations, and Chief and Council information packages.
- Present in-person to Chief and Council on forestry-related referrals, as required.
- Utilize Homalco’s online referrals management portal, Homalco Connect, to organize, review, assess and respond to all forestry-related referrals and other referrals at the Referral Coordinator’s discretion.

- Drafting reports/letters of response to proponents, Crown governments and regulatory authorities for review.
- Attends meetings with Crown governments and private proponents and other First Nations regarding referral consultation projects as directed.

QUALIFICATIONS

- Currently enrolled in, or completion of a Natural Resource Management diploma, or an equivalent or related diploma or degree.
- Understanding of Aboriginal rights and title.
- Knowledge of forest planning and practices in coastal British Columbia.
- Familiar with forestry-related archaeological features such as CMTs.
- Familiar with First Nations consultation and negotiations processes.
- Excellent communication and analytical skills; self-motivated; attention to detail; able to work independently and as part of a team.
- Excellent computer skills.
- Brings a creative approach to problem solving (ability to think outside the box).
- Familiar with the current and historical culture of Homalco First Nation.
- Knowledge and appreciation of BC indigenous cultures, and ability to work in a dynamic cross-cultural setting.
- Demonstrate patience, understanding, and a willingness to share and learn.
- Ability to solve practical problems in a culturally appropriate manner and deal with a variety of variables in situations.

WORKING CONDITIONS

Physical Demands

- Significant desk work with long periods of manual dexterity activities (keyboard operations, filing).
- Occasional field work in locations that require travel by boat, in variable weather.

Mental Focus

- Must synthesize complex and diverse information.
- Must remain calm, professional, objective, and constructive.
- Attention to detail with strong organizational and data management skills.
- Must model adherence to established systems and processes.
- Provide detailed and comprehensive strategic advice
- Must be able to prioritize a high volume of referrals.
- Dynamic environment with multiple demands, changing priorities and frequent interruptions.
- Highly sensitive legal, confidential, and political issues and environment.
- Engagement with other departments, levels of government and First Nations.
- Occasional meetings outside normal office hours.

BENEFITS:

- Extended benefits package, including dental, extended health care and life insurance
- Pension plan and contribution matching available
- Continued learning and development opportunities

TO APPLY

Email resume and cover letter to: hr@homalco.com with subject line “Forestry Referrals Technician / Referrals Assistant Posting”

Closing date: Open until position is filled