



Job Posting – Forestry Coordinator

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| Job Title: Forestry Coordinator | Service Area: Forestry, Renewable Resources |
| Status: Permanent Full-time (35hr/week; flexible options available) | Location: North Vancouver |
| Start Date: September 27, 2021 | Closing Date: Open until filled |

COMPANY BACKGROUND:

Established by the Tsleil-Waututh Nation, Inlailawatash is an innovative and growing First Nations company that provides a range of natural and cultural resource services to diverse clients. Since operations commenced in 2007, Inlailawatash has achieved consistent growth and success across five service areas: Tree & Vegetation Management; Ecosystem Restoration; Archaeology; GIS, Mapping & Information Management; and Renewable Resources. By placing the respect of Aboriginal and environmental values as overarching priorities for our business, Inlailawatash is truly unique. Visit www.inlailawatash.ca for more details.

JOB SUMMARY:

This newly created position will help Inlailawatash build on its ten-year track record to become an industry leader in Aboriginal forestry and renewable resource management. The Forestry Coordinator will work with Inlailawatash senior management to help run and administer our ecosystem-based forestry program. This role is mainly office-based, with some site-based, outdoors work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work collaboratively with Inlailawatash management to help run and administer Inlailawatash’s ecosystem-based forestry program.
- Liaise with and coordinate and monitor work done by Inlailawatash’s professional forestry consultants.
- Liaise with crown and First Nation governments around First Nations referrals and consultation processes.
- Help run and administer processes for identifying and selecting logging partners for new cutblocks.
- Help coordinate, monitor, and supervise harvesting and other forestry related operations, including on-site project and safety supervision.
- Organize meetings, write up project summaries and reports, craft communications and process invoices.
- Work collaboratively with project partners and associates to identify and develop new partnership and capacity building opportunities.
- Provide support and assistance to other program areas as directed by the designated manager, for example the Vegetation Management and Ecosystem Restoration programs.
- Provide general office and administrative support.

QUALIFICATIONS AND ATTRIBUTES:

Education/Experience

- Knowledge and understanding of, and respect for, First Nations history, culture, and socio-economic contexts; keen interest in working for an Aboriginal business. Previous experience working in a First Nations community and/or business is an asset.
- Bachelor’s degree (or equivalent) in forestry, natural resource management or a related field. Master’s degree in a related field is an asset.

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- 2+ years of relevant industry or professional experience (such as forestry consulting, natural resource management, etc.)
- Current clean drivers license

Technical Skills

- Excellent writing and digital communication skills with a demonstrated ability to repeatedly produce high-quality plans, reports, and other written products with excellent attention to detail.
- Financial analysis and business planning acumen.
- Proficient in using Microsoft Office (including Word, Excel, PowerPoint, and MS Project).
- Knowledge in and experience of project management considered an asset.
- Strong awareness of the importance of safety, with the ability to develop, implement and manage safety protocols and procedures in coordination with work crews.

Personal Attributes

- Strong work ethic; self-motivated; takes initiative; able to work independently and with minimal supervision while, at the same time, able to work cohesively with a high-performance team.
- Thrives in a constantly changing environment with the ability to multi-task and handle a range of tasks and responsibilities; comfortable with handling a fluctuating and unpredictable workload.
- Strong interpersonal skills, and tact in building and maintaining relationships.
- Identifying and resolving problems in a timely manner (gathers and analyzes information and develops alternative solutions using a reasoned approach).
- Desire to learn and comfort with learning on the job.
- Enjoys working in the outdoor environment.

BENEFITS TO WORKING AT INLAILAWATASH:

- Excellent pension plan and benefits
- Positive and supportive working environment
- Meaningful work in supporting Indigenous economic reconciliation

Apply by emailing your cover letter and resume to Admin@inlailawatash.ca.

Please use subject line: Forestry Coordinator: Last Name, First Name.

Applicants of Aboriginal ancestry are strongly encouraged to apply.

We thank you for your interest in advance. Short-listed candidates will be contacted; others will be kept in our database for future consideration.