



# LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

<b>Job Title:</b>	Environmental and Community Sustainability Coordinator	
<b>Location:</b>	<b>Type of Position:</b>	<b>Hours:</b>
Wilfred Jacobs Building	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	<b>35 Hours / Week</b>  8am – 3pm

<b>Purpose:</b>
The purpose of the Environmental and Community Sustainability Coordinator position is to lead the planning, coordination, and implementation of fuel management plans, community land use plans, and environmental stewardship initiatives in accordance with community development goals. The position will integrate FireSmart practices, wildland-urban interface planning, and geospatial mapping into community projects according to natural law and yaqan nukiy values and principles for the use and benefit for all present and future generations.
<b>Job Description:</b>
The Environmental and Community Sustainability Coordinator leads initiatives that support environmental stewardship, land management, wildfire mitigation, and sustainable development for the Lower Kootenay Band and Ktunaxa Nation. This includes advancing FireSmart and wildland-urban interface (WUI) strategies, assisting with reviewing and managing Environmental Damages Fund (EDF) projects, and overseeing GIS mapping to inform planning and emergency preparedness. The role bridges Indigenous knowledge with regulatory frameworks through both office-based coordination and field-based implementation.
<b>Responsibilities and Duties:</b>
<b>FireSmart, Wildfire Interface, and Mapping – Expanded Responsibilities</b> <ul style="list-style-type: none"><li>• Lead the development, coordination, and implementation of the Lower Kootenay Band's FireSmart Program, including FireSmart assessments, structure ignition zone analysis, community engagement, and education campaigns.</li><li>• Integrate wildfire risk reduction strategies into community land use planning and housing development by identifying high-risk areas in the wildland-urban interface (WUI).</li><li>• Collaborate with provincial and federal wildfire agencies, contractors, and emergency planners to ensure that wildfire mitigation strategies align with best practices and reflect Indigenous knowledge systems.</li><li>• Oversee the application of mitigation treatments such as vegetation thinning, debris removal, and fire-resistant landscaping.</li></ul>



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- Coordinate mapping and spatial data analysis to support FireSmart planning, fuel management, evacuation routing, and defensible zone identification.
- Maintain and expand the Lower Kootenay Band's Geographic Information System (GIS) and mapping database, ensuring up-to-date spatial information on wildfire risk zones, infrastructure, ecological values, and cultural sites.
- Prepare and deliver GIS-based products including maps, spatial analyses, and scenario models to support land use decision-making, emergency preparedness, and regulatory reporting.
- Support the development and integration of climate resilience and emergency response measures into community sustainability plans, including considerations for wildfire evacuation, shelter-in-place strategies, and critical infrastructure protection.
- Represent the Lower Kootenay Band in inter-agency wildfire coordination efforts, including Prescribed/ Cultural Burning initiatives, FireSmart BC initiatives, regional wildfire risk reduction networks, and provincial planning tables.
- Work with BCWS to coordinate and implement burn plans.
- Assist with training staff and community members in FireSmart principles and safe operational practices when conducting fieldwork or wildfire mitigation activities.
- Conduct or oversee site-level assessments for vegetation management, invasive species control, and habitat restoration as they relate to wildfire resiliency.
- Collect, analyze, and present field data using GPS, remote sensing, and geospatial tools to inform community wildfire preparedness strategies.

## **Environmental Damages Fund (EDF) Project Management**

- Coordinate, manage, and monitor EDF-funded projects in accordance with Environment and Climate Change Canada (ECCC) requirements.
- Lead the Joint Project Leadership Team (JPLT) and Joint Review Committee (JRC) process and ensure community alignment on EDF priorities.
- Develop detailed project work plans, define measurable objectives, manage reporting timelines, and monitor milestones.
- Support proposal development under the EDF General Call and Direct Awards, ensuring budgets, deliverables, and timelines are feasible and realistic.
- Liaise with ECCC, external partners, and Ktunaxa First Nations to ensure all projects reflect Indigenous interests and are implemented in culturally appropriate ways.

## **Community Sustainability and Planning**

- Assist with the update and implementation of the Lower Kootenay Band's Comprehensive Community Plan (CCP) and Land Use Plan.



- Coordinate the maintenance and strategic development of the band's GIS and mapping databases, ensuring accurate representation of community infrastructure and lands.
- Support the development and execution of the Wildfire Resiliency Program, including community education, fuel mitigation, and risk assessment planning.
- Work across sectors to ensure community planning integrates climate adaptation, emergency response, and sustainable development.

## **Community Engagement and Consultation**

- Utilize multiple engagement techniques to gather input from on- and off-reserve citizens regarding land use, project planning, and cultural priorities.
- Provide ongoing communication to the community through newsletters, presentations, open houses, and individual consultation.
- Represent yaqan nu?kiy at meetings, workshops, conferences, and technical advisory groups, ensuring the voice of the community is present and respected.
- Collaborate with the KNC ?a·knusti team to facilitate on-the-land learning, site visits, cultural value surveys and environmental monitoring activities.

## **Technical Writing, Reporting & Administration**

- Prepare detailed reports, funding submissions, and briefing notes for Chief and Council, LKB Staff, citizens and external funders.
- Ensure all records and documentation meet legal, archival, and administrative standards.
- Maintain a comprehensive database of consultation records, land-based decisions, and technical studies.
- Coordinate submission of travel claims, purchase orders, timesheets, and project budgets in accordance with financial policies.

## **Field Work and Operational Support**

- Conduct fieldwork as needed to support project development, environmental monitoring, and cultural site assessments.
- Prepare and/or negotiate contracts, monitor performance and authorize payment
- Operate and coordinate maintenance of light-duty vehicles and land maintenance equipment.
- Maintain the burning equipment trailer and other fire tools.
- Supervise project crews or contractors during site visits and mitigation activities.
- Ensure field safety protocols are upheld and that field activities incorporate cultural sensitivity and land stewardship values.



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- Encourage, support and coordinate training for interested community members and employees

## **Qualifications / Requirements:**

### **Education and Experience**

- A Bachelor's degree in a natural resource management related field (e.g., Forestry, Environmental Science, Biology, or Natural Resource Management), plus 2 years of related experience; OR a Technical Diploma in a natural resource management related field (e.g., Forestry, Environmental Science, Geography, Biology, or Natural Resource Management), plus 3 years of related experience
- A combination of formal education and extensive experience will be considered;
- Valid Class 5 BC Driver's License;
- Experience in project management, environmental planning, or lands and resource management.
- Demonstrated experience working with Indigenous communities, preferably within a Nation or Band governance structure.
- Direct experience in grant writing, budgeting, contract supervision, and reporting to funding agencies.
- Familiarity with natural resource sectors (e.g., forestry, mining, water, fish, agriculture) and related provincial and federal permitting systems.

### **Knowledge, Skills and Competencies**

- Strong knowledge of Geographic Information Systems (GIS) and digital mapping.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work independently and collaboratively in a cross-cultural setting.
- High proficiency in organizing competing priorities and meeting tight deadlines.
- Ability to prioritize tasks for assigned projects.
- Ability to develop recommendations to decision makers.
- Clear written and verbal communication.
- Proactive problem-solving and ability to adapt to emerging challenges in a dynamic work environment.

**Created and Approved By:** Matty Fedorowich

**Title:** Human Resource Administrator

**Date:** August 2025

**Please email your resume to [hr@lowerkootenay.com](mailto:hr@lowerkootenay.com)**