



Xeni Gwet'in First Nations Government
PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

POSITION TITLE: Land Code Coordinator

SUPERVISOR: The position reports to the Nenqay Manager and the First Nations Administrator.

POSITION SUMMARY: The Land Code Coordinator is responsible, with the direction of Nenqay Manager, for the efficient and effective management and administration of the *Framework Agreement* processes, and for keeping up-to-date on all aspects of assigned duties and responsibilities in a timely and professional manner.

PRIMARY DUTIES:

- 1) Ensure that the Land Code goals and objectives are being met, and that clarity and completeness is evident as specified in the *Framework Agreement* and the *First Nation Land Management Act*;
- 2) Identifying issues that may result in major delays to the project and communicating these issues;
- 3) Research best practices used by other First Nations to develop and ratify their Land Code;
- 4) Assist to develop, maintain, and provide support for the Nenqay Committee.
 - a. Organizing Nenqay Committee sessions, ensuring committee is compensated fairly and on time, have all relative resources and information ready for committee meetings, record meeting minutes, and keep open communication.
- 5) Communicates effectively with Chief & Council, Administrator, Supervisor, Community Members and others as required and ensures all are fully aware of the progress of the Land Code project;
- 6) Communicates effectively and in a professional manner with Lands Advisory Board Resource Centre, Natural Resources Canada, Indigenous and Northern Affairs Canada, Environmental consultant, Legal Counsel and others as required;
- 7) Provides monthly reports to the Nenqay Manager on all activities for the month, including the status of work in progress, lands transactions, lease reports, etc.;
- 8) Attends meetings and appropriate training events related to the Land Code project to remain current and up-to-date on topics of concern relating to project development, opportunities, processes and procedures, providing there is no interruption in the progress of the Land Code development;
- 9) Manage communication with all eligible voters to ensure members are informed and prepared for the ratification vote.



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SECONDARY DUTIES:

- 1) Become familiar with the Indian Act (land related clauses), Treaties and Treaty Rights, applicable to the First Nation, applicable Native Law, Statutes and Regulation, Organizations and Government structures and other laws, systems, and processes applicable in conducting the business of the First Nation relating to the program activities, operation and maintenance is an asset;
- 2) Liaise with other First Nations, funding/program agencies and related organizations/institutions to network effectively for the benefit of the Xeni Gwet'in First Nations Government, Chief and Council and community.
- 3) Operate in accordance with and ensure compliance to the HR Policy approved by the Xeni Gwet'in First Nations Government Council.
- 4) Other duties/tasks as required and as assigned.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Willingness to learn, great communication skills, and a positive work attitude.
- Grade 12 minimum, diploma, undergraduate degree, or experience related to lands and resources, or any relevant experience that can be applied.
- Must be willing to become familiar with the *Framework Agreement* and *First Nation Land Management Act (FNLMA)* and its processes/applications.

SKILLS REQUIRED:

- Ability to use Microsoft word, Microsoft Excel, and Microsoft Power point, OR willingness to learn
- Committee coordination, reporting, good communication skills, verbal and written.
- Good organizational and time-management skills.
- A valid driver's license, OR willingness to get one

Wage [20/hour- 25/hour] based on experience.

Please submit a cover letter and resume to Nenyay Manager, Michelle Myers,
mamyers@ualberta.ca

Posting Date: December 15, 2020

Closing Date: January 5, 2021 @4pm

Interview Dates: January 11-14, 2021 (Only those shortlisted will be contacted)

Start Date: January 20, 2021