



**Xeni Gwet'in First Nations Government**

PO Box 98, 3052 Nemiah Valley Rd  
Nemiah Valley BC, V0L 1X0

**Job Title:** Tin Towh Project Coordinator (Nenqay Department)

**Job Classification:** Full-time, Term (72 hours biweekly)

**Term:** Until March 2025

**Job Family:** Administration-(A2 Department Administration)

**Salary Range:** \$20-\$28 based on experience

**Deadline:** August 7, 2024

**Reports to:** Tin Towh Manager

**Overall Responsibilities:**

The Tin Towh Project Coordinator reports directly to the Tin Towh Manager for day-to-day operations; has the following overall responsibilities to Xeni Gwet'in First Nations Government:

- Responsible, with the direction of the Tin towh Manager, for the efficient and effective management and administration of Tin towh projects, and for keeping up to date on all aspects of assigned duties and responsibilities in a timely and professional manner.

**Specific Duties and Responsibilities:**

1. Liaise with Tin Towh Advisor on programs and projects.
2. Lead workplace safety processes and weekly, site, or project safety plans and meetings.
3. Directs, organizes, and supervises crew during on and off seasons, ensuring efficient management of emergency situations
4. Receive weekly Tin Towh safety reports and assist in coding and submitting bi-weekly timesheets for payment.
5. Establish and maintain relationships with partners, funders, and the community, through professional and effective communication and engagement.
  - a. Design and implement the Tin towh community engagement process.
  - b. Communicate effectively with Chief & Council, First Nations Administrator, Supervisor(s), Community Members, and others as required.
  - c. Attend and provide in-person support to Tin towh Manager for updates at monthly Chief & Council, the Title Transition Table (TTT) meetings and General Assemblies.
  - d. Answer emails and other correspondence in a timely manner.
  - e. Attend Forestry related meetings at TNG.
6. Attend meetings, conferences and appropriate training events related to the Tin Towh projects.
7. Assist in the Forest Landscape Planning (FLP) led by the Nenqay department
  - a) Supporting the initial stages of the FLP



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- b) Attend meetings, contribute insights to assist in decision making.
- 8. Provide weekly updates on work tasks during the department weekly stand-up meetings.
- 9. Ensure all work follows XGFNG HR policy.

**Secondary Duties:**

- 1. Provide support for the Nenqay Advisory Group.
  - a. Cooperate with other Nenqay staff to organize Nenqay Advisory Group sessions, ensuring the Advisory Group is compensated fairly and on time, have all relative resources and information ready for Advisory Group meetings, record meeting minutes, and keep open communication.
  - b. Facilitate Tin towh specific sessions with the Nenqay Advisory Group.
- 2. Provide monthly updates to be included in the Nenqay newsletters and General Assembly handouts.
- 3. Promote a positive workspace and environment

**Education and Professional Requirements:**

- 1. Willingness to learn, great communication skills, and a positive work attitude.
- 2. Grade 12 minimum, diploma, undergraduate degree, or minimum 1 year experience related to lands, resources and forestry, or any relevant experience that can be applied.
- 3. Preference for applicants with a forestry background and/ or project management experience.

**Qualifications:**

- 1. Ability to use Microsoft word, Microsoft Excel, and Microsoft Power point, OR willingness to learn.
- 2. Committee coordination, reporting, good communication skills, verbal and written.
- 3. Good organizational and time-management skills.
- 4. First aid level 1 mandatory
- 5. A valid driver's license is mandatory.
- 6. Own vehicle available for work is an asset.
- 7. Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.
- 8. Mindful and respectful of people's way of life.

Submit resumes and cover letter to:

Kim William, Tin towh manager, [Kim.william@xeni-gwetin.ca](mailto:Kim.william@xeni-gwetin.ca)

Only those invited to an interview will be contacted.

**Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.**