



**Xeni Gwet'in First Nations Government**

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

**Position Title:** Climate Readiness Manager

**Type:** Full-Time, 1-year Contract

**Salary range:** \$25 - \$30/ hour

**Deadline:** April 25, 2025 at 4 pm

**Overall Responsibilities:**

The Climate Readiness Manager reports directly to the Nenqay Department Director and has the following responsibilities to the Xeni Gwet'in community:

- Manage community climate readiness program including the food security program and the Climate Change Adaptation Plan implementation
- Relationship building and collaboration with other Xeni Gwet'in departments, Naghtaneqed Elementary & Jr, Tsilhqot'in National Government, other Tsilhqot'in communities, funders, local businesses and other food systems organizations

**Specific Responsibilities:**

- Budget monitoring and reporting
- Grant writing and reporting (training will be available)
- Provide support and Management for the Xanelyagh (Food Security) Coordinator
- Manage contracts with consultants and builders in and out of community
- Coordinate the implementation of the Climate Change Adaptation Plan with other Xeni Gwet'in departments
- Support food security program including supporting the Xanelyagh Coordinator to run workshops, events, engagement etc.
- Support the Xanelyagh Coordinator to recruit, train, and supervise volunteers in the garden, including summer students and Elders who may speak only Chilcotin

**Experience/ Skills Required:**

- Grade 12 Highschool Diploma minimum
- Good written and oral communication skills
- Ability to develop positive relationships with different people
- Basic to intermediate computer skills
- Able to work under minimal supervision in stressful situations and make decisions
- Chilcotin language and know the values of the nation or seek the resources as needed



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**Personal Suitability:**

- Positive attitude: open to learning, making mistakes and working with others
- Ability and willingness to learn on the job, through mentorship, and organized training courses
- Mindful and being respectful of people's way of life

**Apply Now:**

Please send a cover letter and your resume to:

Loretta Williams | Nenqay Director

Email: [lorettaw@xeni-gwetin.ca](mailto:lorettaw@xeni-gwetin.ca)

You can submit a hard copy of your application to the XGFNG Office.

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.**