

- Ability to utilize PC computers and including e-mail, spreadsheet and word processing software (Microsoft Excel and Word)

Specific Accountabilities/Deliverables:

- Receive initial pre-application communication from proponent- facilitate pre-application discussions between proponent and relevant member bands of Nanwakolas Council
- Receive and analyze provincial government resource development referrals
- Based upon existing First Nation land use planning, cultural and other resource information, develop a draft response to the referral that address potential infringements of Aboriginal rights or other concerns of the relevant member bands of Nanwakolas Council
- Communicate with relevant members of Nanwakolas Council to review and amend draft response, leading to the development of a final response and where required consider appropriate accommodation measures
- Facilitate discussions between the proponent, province and the relevant member bands of Nanwakolas Council regarding the referral and issues raised by the relevant member bands of Nanwakolas Council
- Accurately record the progression of the development of the referral response, including all communication and correspondence from the moment the referral is received to the submission of the final response.

Education and Experience-

- Diploma, degree or work experience in resource management or related field
- Experience working with First Nations is preferred

Resumes to be submitted by email to:

Art Wilson

artwilson@nanwakolas.com

Or fax:

(250)286-7222

No Later than: 4:30 June 25 2021



1441-16TH AVENUE
CAMPBELL RIVER, BC V9W 2E4
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Nanwakolas Council Referrals Officer Term Position

Position Title: Referrals Officer based in Campbell River

Salary Range: Dependent on experience. Medical/Dental Benefits included

Program: The Nanwakolas Council is located on northern Vancouver Island and the adjacent Central Coast mainland. We work in a regional office to manage provincial government resource development referrals within their territories (the “Referrals Office”). Provincial government resource development referrals will be directed to the Referrals Office where staff will, based upon existing First Nation land use planning, cultural and resource data, work with the participating First Nations in developing effective referral responses in a timely manner.

Purpose of Position: The Referrals Officer is responsible for, with significant input from the relevant Nanwakolas Council member bands, developing responses to provincial government resource development referrals.

Position Links: The Referrals Officer will-

- Work under the direction of a Project Manager who will provide direction and oversee the entire operation
- Work with a GIS technician/analyst who will provide background information that will assist in developing a referral response
- Communicate with representatives from the Nanwakolas Council member bands in developing and finalizing the referral response
- Liaise with provincial government staff and resource development proponents, and may facilitate discussions between these persons and the Nanwakolas Council members

Skills and Abilities-

- Proven verbal and written communication skills
- Ability to complete tasks in a timely and professional manner
- Ability to foster and maintain working relationships with a variety of individuals and organizations
- Ability to work individually on projects and as a team player
- Problem solving skills