



Employment Opportunity  
Quatsino First Nation  
Traditional Use Study (TUS) Coordinator  
Permanent Part Time Position

Job Title: Traditional Use Study (TUS) Coordinator

Salary: Reflecting skill set and experience.

Normal Hours: Three 7 hour days ( or 20 hours/ week).

Overtime as required.

Term: Permanent, to be reviewed in 3 months.

**Position Summary:** The Traditional Use Study (TUS) is our Cultural Heritage information about Quatsino people and Quatsino Traditional Territory. This information is a living document to how our Quatsino people lived and continue to live. This information is instrumental in helping Quatsino Lands Staff and leadership make natural resource decisions and strategies that best serve the Quatsino community and it's territories.

**Responsibilities:** The Quatsino FN Fisheries, Lands and Forestry Office is seeking a permanent, part time employee to be the keeper of the Cultural Heritage library and databases as well as add to that information through research, interviews and field work. This TUS Coordinator will also work with the community and industry on cultural awareness and economic opportunities to enhance and/or protect Quatsino Cultural Heritage.

**Requirements and Recommended Skills**

- Quatsino Band Personnel Policy and Team Charter will be followed.
- Priority is to be given to candidates with excellent interpersonal, communications, interviewing and writing skills.
- advanced computer literacy is a requirement and other technical skills such as operating recording video equipment an asset. The candidate should be familiar audio, video and graphics with Excel and pivot tables with the future goal of learning similar computer programs related to enhancing the TUS data sets.

- The candidate must have the ability to develop effective working relationships with staff, peers, and industry colleagues/ contacts in a team environment.
- Have good communication, understanding, and respect when interviewing elders
- The candidate must have strong multi-tasking and prioritization skills.
- Applicants should be familiar with funding applications.
- Applicants with library and database management experience an asset.
- Fieldwork and/or ground truthing experience an asset.
- A valid Class 5 driver's license an asset.
- Knowledge of the Aboriginal Rights and Title in Canada and BC an asset.

**Please submit resume and cover letter no later than 3:00pm on Friday, February 2<sup>nd</sup>, 2018 by email to:** James Redford, Lands & Resources Director [lands@quatsino.ca](mailto:lands@quatsino.ca) or to 305 Quattishe Rd, Coal Harbour, BC, V0N 1K0