Lands and Resources Manager

Splatsin, located in Enderby BC is seeking to hire a Lands and Resources Manager to oversee the development and maintenance of a land use plan for Splatsin.

Specific duties include:

- Under the instruction of the director, monitor and evaluate the progress and budgets of department programs and initiatives.
- Day to day supervision of the department support staff.
- Oversee the tracking and management of Splatsin reserve lands.
- Seek external funding sources as needed to support the Title and Rights department staff and programs.
- Assist with the promotion and education of Secwepemc culture, language, etc.
- Assist with the development of departmental operational budget.
- Oversee the development and maintenance of accurate land use records including maps and abstracts.
- Participate in presentations.

To succeed in this role, you will need a degree in Business or related field with 5 years of office experience combined with at least 2 years' experience working within indigenous communities and/or organizations.

You must demonstrate strong organizational and time management skills with the ability to multitask. Discretion and respect for confidentiality is essential.

Advanced computer knowledge and proficiency with MS Office is essential. Experience working with First Nations people will be considered an asset and knowledge of the Splatsin community is valued.

Interested candidates can send their resume and cover letter to:
Human Resources
Splatsin
P.O. Box 460
Enderby B.C.
V0E 1V0
human_resources@splatsin.ca
Or fax application to 250-838-2131 Attention: Human Resources

DEADLINE FOR SUBMISSIONS: August 25, 2017

Please note, only those chosen for an interview will be contacted.

Pursuant to section 16 of the Canadian Human Rights Act preference may be given to applicants of aboriginal ancestry.