



Katzie First Nation (Katzie) referrals department manages the consultation and engagement process when projects and activities are proposed within Katzie's traditional territory that may impact Katzie's rights, title, or interests. We humbly acknowledge that the Katzie territory is a gift from the ancestors to be stewarded for future generations in keeping with Katzie traditional teachings. Katzie territory extends south from the headwaters of the Pitt River to the mouth of the Fraser River, to the headwaters of the Alouette River in the east, and throughout what is known today as Pitt Meadows, Maple Ridge, Surrey, Langley, Delta, Richmond, New Westminster, and Coquitlam.

We are looking to expand the team with the addition of a Cultural Researcher. The person will work with our Senior Cultural Researcher to undertake Katzie land-use study work examining past, present and future considerations for the territory. Work will include:

- Coordinating community meetings and dialogues.
- Conducting and transcribing community interviews.
- Supporting the development of referral responses.
- Archival records management.

Under the supervision of the Senior Cultural Researcher and reporting to the Referrals Manager, this role will only be occupied by a member of the Katzie Nation.

JOB TITLE: Cultural Researcher

DEPARTMENT: Referrals

LOCATION: Administration Office

REPORTING TO: Referrals Manager

DUTIES AND RESPONSIBILITIES

- Support tasks and activities to establish and grow the Katzie Land Use Occupancy Database, including interviews and transcribing, and curation of archival materials and records
- Support research and advisory teams on special projects focused on areas within the Katzie territory
- Support with coordination of cultural activities identified through consultation processes
- Support the referrals team in reviewing project materials, meeting with proponents, identifying and coordinating consultation and engagement activities with community and leadership to inform input, and drafting Katzie project input for Katzie leadership
- Other duties or activities as necessary and agreed upon

QUALIFICATIONS AND SKILLS

- This role is reserved for Katzie First Nation community members with experience or interest in cultural resources, activities, teachings, and protocols.
- Strong knowledge or willingness to learn about Katzie territory, community, and culture.
- Flexibility and the ability to adapt to rapidly changing work priorities.
- Proficient in Microsoft office/365
- A self-starter with strong organizational, interpersonal and communication skills, both oral and written.
- Ability to prioritize and complete tasks on a timely basis.



- Ability to work well with a diverse group.
- Strong attention to detail

OTHER REQUIREMENTS

- Minimal day-to-day supervision with high expectations of work produced.
- Travel in this position may be required (e.g., for meetings).

WORKING CONDITIONS

- The referrals office is on Katzie IR1 in Pitt Meadows, with consideration for hybrid work options.
- Expected work hours are flexible and may vary due to need and interest.

Application Deadline: Until filled

Expected Start Date: Immediate

Job Type: Full-time or Part-time, Permanent

Salary: \$26.00 - \$31.25 hourly

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 202302** in the subject line.