



Katzie have lived and thrived in our territory for thousands of years. To this day, Katzie maintains deep connections to our lands and the rivers, sloughs, creeks, and wetlands that run like veins through the heart of our territory. The 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.

Referrals is searching for an additional **Referrals Coordinator** to join the team. We are open to exploring different levels of seniority for this role and would love to hear from applicants with a wide range of relevant experience.

This role will support the department in consultation and engagement activities, project tracking, grant writing and reporting. Reporting to the Referrals Manager and supervised by the Senior Referrals Coordinator, this role works collaboratively with another to share the workload.

JOB DESCRIPTION: Referrals Coordinator
DEPARTMENT: Referrals
LOCATION: Administration Office
REPORTING TO: Referrals Manager

DUTIES AND RESPONSIBILITIES

- Support team with consultation and engagement activities including administration of referrals requests and associated tasks
- Coordinate funding and capacity agreement tasks and reports
- Coordinate contractor scopes of work, invoicing and change orders
- Support team with the development of new project tracking systems and information including geographic, environmental, archeological, cultural, and traditional land use information
- Attend and record minutes at project meetings and review and support team to summarize technical project materials including environmental, archeological, and engineering studies and reports
- Coordinate community outreach and engagement activities
- Coordinate the referrals review process by ensuring new and ongoing referrals projects are tracked, tasks are delegated, and milestones achieved.
- Provide support to the Referrals Manager in the consultation and engagement process, and budgeting and invoicing of funding agreements.
- Develop draft reports and feedback letters as requested by the Referrals Manager (i.e. referrals responses, work plan updates, Chief and Council briefing letters)
- Coordinate with Katzie staff and proponents to develop funding agreements.
- Liaise with proponents and government agencies to provide official Katzie responses, and approved funding agreements.



QUALIFICATIONS AND SKILLS

- 1 to 5 years experience in Indigenous land use planning and development, natural resources management, negotiations, or a related area similar to
 - Working with indigenous communities on consultation and engagement activities
 - Indigenous led impact assessment studies and reviews
 - Land and resource management and planning
 - Regulatory approvals
 - Land use planning and development including major projects
- Degree or Diploma in Natural Resource Management, Social Sciences, Indigenous Relations, or related field
- A self-starter with strong organizational skills with the flexibility and ability to adapt to rapidly changing work priorities.
- Proven ability for strategic planning and experience prioritizing tasks in a triage-based approach
- Proficient in Microsoft Office Suite, GIS, Google Earth Pro and mapping/database software programs.
- Strong interpersonal and communication skills, both oral and written.
- Experience preparing and delivering presentations to a diverse audience.
- 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).
- Must have a Valid Class 5 Driver's License, Driver's Abstract, and a reliable and safe vehicle
- Applicants for this position will be subject to the completion of a Criminal Record Check

WORKING CONDITIONS

- The referrals office is on Katzie IR1 in Pitt Meadows with consideration for hybrid work options.
- Expected work hours are Monday-Friday 8:30am-4:30pm, though hours outside of these may be required.

Application Deadline: Until filled

Expected Start Date: Immediate

Job Type: Full-time, Permanent

Salary: \$26.00 - \$31.25 per hour

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: 202301** in the subject line.