



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Employment Opportunity

Natural Resource Referral Clerk

Purpose: The purpose of this position is to provide support on responding to a broad range of referrals received from government and industry. The focus of this position is to seek input on the cultural and heritage interest of band members and compile data in a safe and accessible manner.

Accountability: The individual in this position will work under the supervision of the Ulkatcho First Nation, Natural Resource Director. This individual will be responsible to handle all client information on a strict confidential basis and will be held accountable for any violation of confidential information.

Hours: This position is paid on an hourly basis with wages based on experience. Working hours are Monday to Wednesday from 8:30am to 4:30 pm.

Duties:

The duties for the individual working in this position will include but may not be limited to:

- Data entry into referral program to track each individual referral;
- Set-up and participate in all monthly open house referral meetings;
- Conduct ground truthing for compliance and research as requested;
- Complete research and compile findings as requested;
- Prepare written reports and referral response letters as requested;
- Assist in the development of funding proposals as requested;
- Participate in Community, Chief and Council and Elders Meetings as requested; and
- Prepare a monthly article for UFN newsletter.
- Other duties as requested

Job Requirements

- Provincial grade 12 education or equivalent
- University Degree or College Diploma in Natural Resource Management or Conservation will be given preference
- Mapping and other forestry technical skills will be considered an asset
- Skills such as planning and organizing
- Traditional knowledge of Ulkatcho people and land is an asset
- Criminal Record Check



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- Use of Microsoft Word, Excel, and Email
- Good communication and personal skills
- Valid BC Drivers License

It is acknowledged that applicants for the position may not have all of the above-mentioned job requirements. The applicant must be willing to take the training as a condition of employment.

Open until Filled

Submit your resume and cover letter to hr@ulkatcho.ca or hand deliver to the Band Office Receptionist. Please ensure that your application is stamped with the day you submitted the application. Late applications will not be considered. Only Shortlisted Candidates will be contacted for an Interview.