



*Ulkatcho*

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## **Employment Opportunity (Part-time) Train to be a Natural Resource Referral Clerk**

### **Purpose:**

The purpose of this position is to provide support in consultation and responding to a broad range of referrals received from the 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. On a daily basis, this position required a lot of reading technical documents and being able to communicate them accurately to band members.

### **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 oversee all client information on a confidential basis and will be held accountable for any violation of confidential information.

### **Wages:**

This position is paid on an hourly basis with wages based on experience.

### **Duties:**

The duties of the individual working in this position will include but not limited to:

- Data entry into referral program to track each individual referral.
- Understand and summarize the referral for consultation.
- 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.
- When the UFN newsletter starts, you will prepare a monthly article.
- Other duties as requested.

### **Job Requirements**

- Provincial grade 12 education or equivalent
- Bachelor of Science or Bachelor of Arts or experience in Natural Resource Management or a keen interest for Natural resources.
- Mapping and other forestry technical skills is considered an asset
- Skills such as planning and organizing meeting
- Traditional knowledge of Ulkatcho people and land is an asset
- Criminal Record Check
- Use of Microsoft Word, Excel, and Email
- Skilled reading, writing, communication, and personal skills
- Valid BC Drivers License

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

**Interview Process:**

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled

**How to Apply:**

Please email your resume and cover letter to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca). Please include “**Train to be a Natural Resource Referral Clerk**” in the subject line. Or drop off at the reception counter at the band office.