



## EMPLOYMENT OPPORTUNITY

### STRATEGIC ENGAGEMENT REGIONAL COORDINATOR

Supervisor: Danny Case, Chair of Kaska Dena Council

Department: Lands and Resources

Type: Full Time/Permanent Salary Position (37.5 hours per week)

Travel: 20% With Restrictions

Post Date: April 6<sup>th</sup> 2021

Closing Date: April 23<sup>rd</sup> 2021

Start Date: May 2021

Admissibility: Open to all Candidates, Preference – Kaska Ancestry

#### **Kaska Dena Council Overview:**

The Kaska Dena Council ("KDC") is a not-for-profit society established in 1981 to advance the interests of the Kaska Dena in British Columbia. In addition to fulfilling the mandate of negotiating a treaty with BC and Canada, the purpose of the Kaska Dena Council includes:

- Promote and protect respect for the land and cultural heritage of the Kaska Dena
- Promote unity and sharing amongst all Kaska
- Assist in the delivery of services including social, economic, cultural, and educational programs to Kaska Dena communities
- Promote a community environment wherein all Kaska people can enjoy physical and spiritual health and live with dignity and pride
- Work toward the recognition and protection of the Aboriginal Rights of all Canadian Indigenous people
- Do all things necessary to achieve the foregoing objectives

KDC is seeking a candidate to fulfill an important existing position with the Lands and Resources Department. The SEA Regional Coordinator will work closely with the KDC team to manage the Strategic Engagement Agreement.

#### **Position Summary:**

This position is responsible for implementing the SEA agreement for the BC Kaska Dena communities and be the main point of contact with the BC Government for all lands and resource management decisions. Working closely with the community lands and resource offices, the Coordinator is the key contact for referral reviews, developing work plans, administering engagements, and providing technical advice on specific files. The Coordinator also fulfills the Natural Resource Council Co-Chair role, the government-to-government body that administrates the relationship between the Kaska and the Province.



### **Key Responsibilities:**

- Implementing the agreement with BC Kaska community land and resource officers ("LRO's");
- Developing work-plans, coordinating, and overseeing referral reviews with the LRO's, and monitoring the delivery of the agreement;
- Regular Monthly Reporting to the Responsible Official on the above;
- Financial management of the agreement including developing and monitoring budgets;
- Provide technical reviews and coordination support for proposed land and resource referrals
- Engage with Non-Participatory Provincial Agencies including municipal government as it connects with lands and resources;
- Liaison with Provincial land and resource personnel and Proponents and associated clients;
- Engage with legal counsel as needed on legal reviews of SEA related referrals and reports;
- Conduct and develop community engagement approaches working with the community coordinators;
- Communicating with the Kaska Dena Council Executive & Board of Directors and Kaska Dena Leadership as needed;
- Organize and jointly chair the Natural Resource Council ("NRC") meetings;
- Review the record of discussions for all NRC meetings with the Province;
- Develop work plans and budgets for each of the working groups under the NRC and establish additional working groups and membership as required;
- Providing technical input to working groups;
- Develop, approve and amend, as required, the operational guidelines for the Shared Decision working groups;
- Make recommendations as required under the Shared Decision Matrix;
- Discuss and record in writing Confidential information requirements as needed;
- Co-write the Annual Implementation Reports with the BC NRC Co-Chair; and
- Ensure the funding and annual reporting requirements are met.

### **Essential Qualifications:**

- High School Diploma;
- Be familiar with Kaska history and culture, including the knowledge and understanding of Kaska title and rights;
- Strong proficiency in report writing, data entry and analysis and project management;
- Ability to work in both a team environment as well as independently;
- At least two-five years of related experience working with Indigenous communities;
- Excellent communication, organization, and time-management skills with proven work experience in project management; and
- Excellent written and verbal communication skills, including strong attention to detail and multitasking abilities



**Desired Knowledge, Skills and Suitability:**

- Ability to develop and maintain strong working relationships;
- Professional communication proficiencies including computer skills, presentation skills, writing ability and interpersonal skills;
- Demonstrated teamwork and leadership skills with the ability to empower others;
- Be familiar with data management programs and have a strong understanding of MS software applications and programs;
- Be familiar with existing land use plans, land designations, resource development management practices, Kaska Dena policies, procedures and management practices;
- Become knowledgeable of existing land use data, particularly Traditional Knowledge;
- Be familiar with spatial data resources both with Kaska and provincial resources;
- Ability to work with all Kaska communities and build relationships fostered on trust and acceptance;
- Ability to develop and track budgets and project deliverables; and
- Keen interest in Kaska history and culture

**Additional Information:**

This is a full-time salary position with a 6-month probationary period. The job requires a willingness to travel throughout British Columbia and the Yukon based on health-related travel restrictions. Vacation is accrued at a rate of 1.5 days per month for 18 days annually. Additional employment conditions are to have a Class 5 drivers' licence, criminal record check, and valid first aid certification is desirable.

**Applicants will be shortlisted, and interviews will be scheduled April 26<sup>th</sup>- 30<sup>th</sup>, 2021.**

**For more information about this position and about applying, please contact:  
Gillian Staveley at [knrscsea@gmail.com](mailto:knrscsea@gmail.com)**

**Please submit your resume by April 22<sup>nd</sup>, 2021 to the Chair of Interview Committee:  
Maureen Garrity, [mgarrity@lgl.com](mailto:mgarrity@lgl.com)**