



ADAMS LAKE INDIAN BAND JOB POSTING Title & Rights Assistant Coordinator

Reporting to and under the general direction of the Title and Rights Coordinator, the Title & Rights Assistant Coordinator is responsible for researching, documenting, planning, organizing and maintaining records, files and information regarding Title & Rights as it pertains to the Adams Lake Indian Band.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Maintains document management records of Adams Lake Indian Band Title & Rights, governance, cultural heritage, Provincial referrals and any Special Projects
- Conducts research and developing responses for: Title and Rights litigation proceedings, protection, preservation, research and articulation of Adams Lake Indian Band interests regarding archaeological, anthropological and environmental issues
- Identifies and initiates the development of strategies and proposals for resources required to improve the political, cultural and economic standing of the Adams Lake Indian Band and its affiliated entities
- Creates briefing notes, summaries or reports for Chief and Council, Title and Rights Coordinator and Adams Lake Indian Band staff on Title & Rights issues
- Initiates and represents the Adams Lake Indian Band on the Referrals and implement and support the existing Referral process
- Assist in the development and monitoring of projects associated with Title & Rights and the enhancement of economic development
- Collaborate in debriefs with department team
- Responds to general inquiries and provides information as required
- Performs other related duties as required

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Post-secondary education in Bachelor of Science or Bachelor of Natural Resource Science is preferred
- Minimum of 1-3 years' experience dealing with First Nation's Title & Rights
- Knowledge of and experience in a First Nations environment
- Excellent interpersonal, verbal and written skills
- Excellent analytical, organizational and presentation skills
- Diplomacy, tact and confidentiality in dealing with a variety of people and information
- Self-motivated and an ability to work independently

OTHER REQUIREMENTS

- Class 5 Drivers License
- Reliable transportation with business insurance coverage
- Current and acceptable Criminal Record Check

Interested applicants please direct resumes, cover letter and at least 3 references to:
Bonnie Thomas, Interim HR Coordinator, at email: bthomas@alib.ca or
drop off at the Adams Lake Indian Band main office

This position will be open until a suitable candidate is secured