



ADAMS LAKE INDIAN BAND JOB POSTING

Title and Rights Technical Assistant (Term Position)

NATURE & SCOPE OF WORK:

Reporting to and under the general direction of the Natural Resource Director, the Title & Rights Technical Assistant is responsible for providing natural resource technical and political advice regarding Title & Rights, as it pertains to the Adams Lake Indian Band.

POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures.
- Assists in the maintenance of records of all information regarding the Adams Lake Indian Band Title & Rights, Governance, Culture, Referrals, and any Special Projects.
- Conducts research and provides information on all Title & Rights natural resource issues, internally and externally.
- Researches, identifies, and initiates the development of strategies and resources required to improve the political, cultural, and economic standing of the Adams Lake Indian Band with the Title and Rights Team and its affiliated entities. This includes proposal writing as required.
- Develops information documents/packages for the Natural Resource Director and Adams Lake Indian Band staff on Title & Rights issues.
- Assists in the protection, preservation, research, and articulation of Adams Lake Indian Band interests regarding natural resource and environmental issues.
- Assists the Adams Lake Indian Band in the existing Referral process with a focus on the Natural Resource Aspects.
- Field inquiries and provides information in a professional manner and within layman terms as required.
- Performs other related duties as required.

KNOWLEDGE AND SKILLS:

- Post-secondary education in Natural Resources.
- Minimum of 5 years' experience dealing with First Nation's Title & Rights.
- Knowledge of Secwepemc history and experience in a First Nations environment.
- Possess strong computer skills using MS Word, Excel and Power Point.
- Good presentation skills.
- Good verbal and written communication skills.
- Excellent analytical and organizational skills to achieve desired results.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Self-motivated and an ability to work independently.

Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

Interested applicants please direct cover letter and resumes to:

Human Resources Department
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

This position will remain open until a suitable candidate is found.

Only those short listed will be notified for interviews.