



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Land Code Coordinator
DEPARTMENT: Lands, Leasing, and Taxation
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full Time, Temporary (1-year)
REFERENCE #: 2025-007

Purpose of Position:

TteS is in the developmental stage of the Framework Agreement on First Nation Land Management, as such requires a Land Code Coordinator to assist with performing milestones and deliverables to share with Indigenous Services Canada (ISC) and Lands Advisory Board Resource Center (LABRC). The purpose of this position is responsible for effectively managing the processes and resources required for TteS to develop and vote on the Land Code, which may replace the land management provisions of the Indian Act.

Duties and Responsibilities:

- 1. At the direction of TteS, Land Code Coordinator will assist with performing milestones and deliverables of the Developmental Phase Framework Agreement (DPFA). (90%)**
 - Establish a comprehensive Land Code development and ratification work plan;
 - Establish and support a Land Code Development Committee;
 - Create and implement a strategy to locate and inform eligible voters;
 - Develop communication materials i.e. pamphlets, surveys, bulletins, FAQs;
 - Develop/manage webpage, social media accounts, etc.;
 - Inform/engage eligible voters throughout the Land Code process;
 - Support Chief and Council in working with Indigenous Services Canada to develop the Individual Agreement which transfers jurisdiction over lands and resources back to the First Nation and will be voted on by eligible voters at the same time as the Land Code;
 - Attend appropriate workshops, seminars, and training sessions, as required;
 - Coordinates, schedules, sets-up Land Code meetings, teleconferences, and video conferences (including equipment set-up) and where necessary notifies the applicable attendees of standing and special meetings.
 - For the scheduled meetings arranges catering as needed, prepares agendas, distributes agendas, and records, transcribes, and distributes minutes of meetings.
 - Responds to incoming Land Code inquiries
 - Where necessary, arranges and prepares travel and claims

- Identify issues that may result in major delays to the process and communicate those issues to the appropriate stakeholders;
- Coordinate the Land Code and Individual Agreement ratification vote
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 10% Other related duties/tasks as required and as assigned.

Professional Certification, Education and Experience:

- Prefer experience working with a First Nations government and/or Indigenous Services Canada.
- Familiar with the Framework Agreement on First Nation Land Management, the Indian Act applicable to the TteS an asset
- Prefer knowledge in Netlands, Indian Land Registry System (ILRS) and other related lands related programs
- Proficient in keyboarding, word processing, spreadsheets, the internet, databases, Google Earth, ERip and other related computer applications.
- Prefer experience in computerized record keeping.
- Post Secondary Diploma in a related field is preferred, e.g. Social Sciences, Indigenous Studies, Environmental Studies, Science, Indigenous Law, Public Administration, Business Administration.
- Minimum 3 years experience in related field, e.g. Natural Resources, Land Management, Forestry, Project Management, Community Engagement, Administrative Support
- Must have a current valid Class 5 BC Drivers License

Supervision or Training Duties:

This position will occasionally educate others of the Land Code processes.

Skills and Abilities:

- Exceptional oral and written communication skills with ability to use tact and diplomacy.
- Excellent record keeping, organizational, time management, coordination and planning skills.
- Proven ability to execute office procedures and practices.
- Must display positive attitude and have strong teamwork and cooperation, service orientation skills and displays lateral kindness.
- Ability to take initiative, meet deadlines, having excellent problem solving and judgement skills.
- Ability to take direction and work independently.
- Excellent Presentation skills and the use of presentation software programs
- Ability to verify, research and collect data and prepare reports and other documents.
- Ability to organize work schedules efficiently and effectively and set priorities to meet deadlines.
- Integrity, accuracy, and neatness in work.
- Flexible, committed, and enthusiastic.
- Demonstrated Project Management and Leadership Skills.
- Ability to work in a multi-cultural settings and interest in learning about TteS Language, Culture and History

Benefits:

- Extended health, dental and vision

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$25.98 - \$28.70 depending on education and experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 28, 2025 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.