

**PENELAKUT TRIBE
AQUATIC HABITAT RESTORATION COORDINATOR
JOB POSTING**



PROGRAM

The Lands & Natural Resources (LNR) Department is responsible for the overall health, conservation, protection and stewardship of the lands and waters within the traditional territory of the Penelakut Tribe (PT). The Department employs staff with a variety of skills and duties related to lands and fisheries as well as seasonal field technicians. The Department routinely collects, manages and secures sensitive data from a variety of sources to support its work.

PURPOSE OF THE POSITION

The Aquatic Habitat Restoration Coordinator (AHRC) is responsible for coordinating and integrating activities to build, sustain and improve the local aquatic habitat within the PT marine and freshwater environments. The AHRC is the aquatic habitat restoration advocate within the community and is the first point of contact for emergency responses within those surroundings. The AHRC is responsible for the day-to-day operations of the of the AHR project including activities and interests that relate to the marine objectives outlined under the AHR Project within the PT Traditional Territory's marine water's, and ensures that all matters are dealt with in a timely and technically competent manner.

SUPERVISION RECEIVED

The AHRC operates under the direct supervision of the Lands & Natural Resources Manager (LNRM).

SUPERVISION EXERCISED

The AHRC does not supervise employees but does oversee the work of external contractors.

DUTIES AND RESPONSIBILITIES

- Works collaboratively with consultants to:
 - build a habitat restoration work plan;
 - identify restoration opportunities;
 - conduct an assessment of watersheds and shorelines; and
 - establish a baseline inventory of existing projects and data;
- Engages with neighbouring communities and members to coordinate and/or collaborate on various priorities, planning, projects and activities;
- Manages and coordinates contracts and contractors on behalf of the AHR division;
- Prepares and delivers verbal and written reports and presentations for the Tribe Administrator, Chief and Council, PT community, stakeholders and third-party partners as required and carries out special projects as required;
- Serves as the PT's Aquatic Habitat Restoration expert and sits on committees and working groups, attends and/or coordinates and chairs internal and external meetings and initiatives, field's telephone calls and emails, and represents the PT to various stakeholders;
- Receives, reviews and responds to (as required) all incoming correspondence, reports, or documents related to the marine resources of the PT Traditional Territory in a timely and technical competent manner;
- Builds and maintains partnerships with potential and existing stakeholders to provide support for new programs and initiatives;
- Prepares and administers the annual divisional budget and fiscal reporting in consultation with the Tribe Administrator, CFO and the Aquatic Habitat Restoration Committee (EMC);
- Manages, monitors, and approves all expenditures within their spending authority, reviews financial reports on a monthly basis, in consultation with the Comptroller and forwarding by the Comptroller to the LNRM for review; prepares for and attends financial reporting meetings with the LNRM on at least a monthly basis;
- Provides regular information and updates to the LNRM for inclusion in newsletters, social media and other information dissemination routes;
- Identifies and pursues funding through existing and new funding sources;
- Prepares and/or presents analysis, options, assessments or other reports related to PF AHR issues or interests, as required;
- Ensuring records and data collected in the field are well-documented, accurate and up to date for the Marine Stewardship and Monitoring Project;
- Keeping accurate and up to date records on the project, maintenance in progress, required and completed for submission to the LNRM;

- Coordinates the purchase, tracking and inventory of all divisional equipment, materials and supplies; drafts standard operating procedures for equipment; ensures equipment is properly used and maintained and develops an annual maintenance and repair schedule;
- Acquires and develops own knowledge on the Marine and Fresh Waters of the PT Traditional Territory and puts that knowledge into practical application;
- Stays current on marine management related activities of other parties that affect or may affect PT Traditional Territory marine resources;
- Spends a significant amount time working in the field in all weather conditions;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
- Presents a professional, positive and helpful attitude at all times;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the LNRM.

FINANCIAL RESPONSIBILITY

The AHRC is responsible for an approved annual department budget.

The AHRC has a spending authority up to \$25,000.

EDUCATION AND EXPERIENCE

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma) preferred; and
- Experience working with a First Nation organization; or
- An equivalent combination of related education, training and experience;
- Experience managing, directing and leading employees and/or contractors an asset;
- Experience liaising with various regulatory agencies an asset;
- Experience developing a variety of written reports, presentations and other documentation utilizing Word or Excel an asset;
- Experience developing, managing and controlling operating budgets an asset;
- Experience operating power boats up to 15 tons or 12 meters an asset;
- Must possess or undergo training for the following certificates: Small Vessel Operator Proficiency; Restricted Radio Telephone Operator/VHF; Medical Emergency, Swift Water, and Marine First Aid certificates;

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of environmental and marine resource planning principles and practices;
- Working knowledge of Microsoft Office Word and Outlook, electronic file management and the use of online systems such as Drop-Box;
- Advanced critical thinking, organizational and problem solving skills;
- Sound written and verbal communication skills and the ability to discuss service issues in a language suitable to the audience;
- Ability to handle sensitive and confidential information and situations with a high level of integrity, professionalism, and trust;
- Ability to research and interpret demographic analyses, trends and other indicators to generate recommendations that will improve service delivery;
- Ability to establish and maintain respectful, cooperative and productive relationships; and collaborate effectively with internal and external stakeholders;
- Ability to lead by example, demonstrate leadership and manage staff collaboratively, in a team environment, utilizing effective team-building, communication and management techniques;
- Ability to interpret the LNRM's direction and incorporate into daily operational activities;
- Ability to align departmental capacity with both the PT and LNR department's strategic goals and objectives;
- Ability to delegate responsibility and authority as appropriate;
- Ability to work independently with limited direction, act on own initiative, set priorities and meet deadlines;
- Strong work ethic including attending work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving.

COMMITTEES

Sits on numerous committees and technical working groups, as appointed by the LNRM.

OTHER FACTORS

Culture/Language

Respect for and working knowledge of the Spune'luxutth culture is required.

Personal Attributes

The AHRC maintains strict confidentiality in performing their duties and demonstrates the following core values: humility, transparency, respect, and equality.

WORKING CONDITIONS

Physical Demands

- Extended periods of sitting at a desk and using a computer and other office equipment
- Extended periods of extensive fieldwork;
- Lifting (approximately 50 lbs);
- Bending or stooping;
- Work in inclement weather conditions;
- May be required to work long hours attending meetings and community events. Travel out of town for meetings and conferences is required;
- Potential for conflict from employees, the public or community members;
- On call for emergency after hour situations;
- Evening and weekend work as required.

Tools/Equipment

- Communications devices including two-way radio and satellite receivers;
- Operates power and hand tools;
- Operates and maintains various types of equipment related to ARH;
- Office tools and equipment such as computers, laptops, photocopiers;
- Computer applications such as databases, electronic mail, spreadsheets, and word processing.

Time Management

Frequent deadlines and potentially stressful situations.

Please email resumes to Nadine adminassist@penelakut.ca or drop off resumes at the front desk by **AUGUST 19, 2022**