

Lands Coordinator Trainee Employment Opportunity.

The Penelakut Tribe (PT) is offering a valuable training, development, and capacity-building employment opportunity for the position of **Lands Coordinator Trainee**. This role provides an excellent pathway for individuals interested in gaining practical experience in lands management within a First Nations community, working under the mentorship of the Lands Manager.



The primary responsibility of the Lands Coordinator Trainee is to ensure the effective and efficient administration of all aspects of the Lands Department. This includes managing issues related to lands management for PT and its surrounding territories. The position involves a variety of tasks aimed at supporting the tribe's land governance and legal processes.

Key Responsibilities

1. Understanding the processes and procedures of a First Nations Lands Department: This involves learning the legal and administrative frameworks that govern land management within the community, including land use policies, land registration, and legal documentation.
2. Managing the affairs of the Lands Management Advisory Committee: This includes preparing member materials, recording meeting minutes, organizing agendas, and coordinating meeting venues to facilitate effective decision-making.
3. Processing and registering land instruments: The trainee will handle various legal documents such as administrative estate transfers, amendments, allotments, Band Council Resolutions related to land instruments, death certificates, discharges, leases, licenses/permits, mortgages, and rights of way/easements.
4. Participating in training opportunities: The role encourages ongoing learning through training programs and collaboration with the First Nations Lands Management Resource Centre, enhancing skills and knowledge in land management practices.

Personal Attributes and Confidentiality

The Lands Coordinator Trainee must maintain strict confidentiality when performing their duties. They are expected to demonstrate personal qualities such as integrity, respect, unity, trust, honesty, compassion, and accountability. These attributes are essential for building trust within the community and ensuring ethical management of land resources.

Application Process

Qualified applicants are invited to submit their resumes and cover letters, including salary expectations, via email to Monty Horton, Lands Manager, at montyhorton@yahoo.ca. Applications should be sent no later than 4:00 PM on the specified deadline: September 30, 2025

Additional Information

For more details about the Penelakut Tribe, please visit <https://penelakut.ca/>. For inquiries regarding this position, contact Monty Horton, the contract Lands Manager, at 250-937-9195.

It is important to note that preference will be given to individuals of Indigenous ancestry, supporting the tribe's commitment to promoting Indigenous employment and capacity building within the community.

Education and Experience Requirements for Lands Officer Trainee

This position requires candidates to meet specific educational and experiential criteria to ensure they are well-prepared for the responsibilities involved. The following outlines the key qualifications and assets that are considered essential or advantageous for applicants:

Educational Qualifications

- Completion of Grade 12 or possession of a General Educational Development (GED) certificate.
- Possession of a degree or diploma in relevant disciplines such as environmental studies, natural resources, or land and resource management is considered an asset.
- Certification from the Professional Land Management Certification Program is also regarded as an asset.

Work Experience

- At least one year of office support experience working with a First Nation organization, demonstrating familiarity with community-specific needs and protocols.
- Two or more years of current experience in areas related to environmental studies, natural resources, or land management, highlighting practical knowledge in these fields.
- Experience in policy implementation and community consultation or facilitation processes is advantageous, indicating skills in stakeholder engagement and policy application.
- Proficiency in maintaining records, managing filing systems, and tracking correspondence, which are essential for administrative efficiency.
- Competence in keyboarding, word processing, Excel spreadsheets, and other standard computer applications to support daily operations.
- Ability to draft correspondence independently and from instructions, ensuring clear and professional communication.
- Experience in recording and transcribing meeting minutes is considered an asset, aiding in accurate documentation of discussions.
- Experience managing and controlling operating budgets is an asset, reflecting financial management skills.

Licensing and Background Checks

- A valid Class 5 driver's license, reliable vehicle, and appropriate insurance are required, along with a clean driver's abstract, to facilitate transportation needs.
- A clean criminal record check is mandatory, as the position is considered one of trust. This ensures the integrity and safety of the community and organization.

It is important to note that the Lands Officer Trainee position involves a high level of trust; therefore, a criminal record check will be conducted on the selected candidate to verify suitability for the role.

Applicants are thanked for their interest in the position. Please be aware that only those who are shortlisted will be contacted for further steps in the hiring process.