

JOB POSTING

Wildlife Department Coordinator

Reports to: Wildlife Director

Job Duration: Full-time

Summary: The Wildlife Department Coordinator will supervise Wildlife Department staff, plan and oversee field work and community engagement, coordinate with other departments, and coordinate department programs and projects. The Wildlife Department Coordinator will work closely with the Wildlife Department Director to assess the goals and progress of the Wildlife Department. The position requires both office and field work.

Responsibilities:

1. Department Programs and Projects

- Provide coordination and technical support with ongoing programs and projects. This will include but not limited to:
 - Guardian Land and Wildlife Programs/projects:
 - Being the lead in the development and delivery of Tahltan Guardian programs of monitoring and information collection related to departmental programs;
 - Being the lead in the delivery of the Tahltan Predator Management Plan;
 - Assisting with related field work, including remote field monitoring and data collection for extended periods;
 - Being involved in resource development site visits with Tahltan and British Columbia personnel;
 - Assist in the review of land and resource projects with each department, including referrals, major resource project applications, and regulatory reviews.

- Work with Youth and Elders to document Tahltan values and monitor impacts
 - Tahltan Stewardship Initiative (TSI) land use, wildlife and Tahltan knowledge projects:
 - Assisting with the development, monitoring, data collection, assessment, and recommendations related to land use, wildlife and Tahltan knowledge projects related to the TSI.
- 2. Data Management**
- Work with Guardians and departmental staff to ensure all data is entered into the appropriate databases and data is kept secure
- 3. Conduct community outreach and education**
- Educate community members about departmental program activities
 - Work with communities to inform and gather information for ongoing wildlife activities

Qualifications and Requirements:

Education

- Degree or Diploma in Environmental Science, Biology, Engineering, Applied GIS, Geography, Land Use Planning, Forestry, Natural Resources, or directly related discipline.

Knowledge and Experience

- Strong knowledge of Tahltan Nation and values
- Proficient computer skills, including Word, Excel, email and using handheld devices

Certificate/Training Requirements

- Valid driver's license
- Criminal record check (may be required for successful candidates)
- Suggested current certificates, but not a full requirement:
 - Small Vessel Operator (SVOP)
 - Swift Water Rescue
 - Firearms Acquisition License (PAL)
 - Bear Awareness

- Wilderness Safety and Survival First Aid
- Wilderness First Aid

Personal Skills & Attributes:

- Strong communication skills and be able to interact with visitors and resource users in a polite and positive manner
- Dependable, motivated and demonstrates a strong work ethic
- Shows initiative and is a team player
- Ability to work irregular work hours, including some overtime and overnight trips

Work conditions: This is an office, community, and field position which can require working under isolated conditions on the territory. The position has physical components which will include field and road travel to remote sites. Applicants should be in good physical health to carry out the job effectively without injury. Work schedule is 35 hours / week with some overtime and weekends required. TCG will provide equipment, but some personal gear is required (ex. hiking boots). Salary to be determined on experience.

Work location: The position is based in Dease Lake.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@Tahltan.org, with subject as **Wildlife Department Coordinator Application, Attention Wildlife Director**". Contact WildlifeDirector@Tahltan.org with questions regarding the position.

Deadline for Application: July 15, 2022 or Open until filled

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).