

JOB POSTING

Shared Engagement Record (SER) Coordinator

Reports to: Director of the Lands Department

Job Duration: Permanent Full-time

Work location: Northwest British Columbia (BC), with preference given to Dease Lake, Telegraph Creek, Iskut, Terrace, or Smithers with work-from-home option possible. Applicants in Central BC and the Lower Mainland are encouraged to apply. Occasional travel to Tahltan Territory is required.

Summary: Tahltan Territory is home to the “golden triangle” and “golden horseshoe” regions of BC hosting some of the largest mineral deposits in province. The Tahltan Central Government (TCG) Lands Department requires a permanent, full-time Shared Engagement Record (SER) Coordinator. The successful candidate will facilitate provincial and federal permitting review (referral) processes relating to proposed projects in Tahltan Territory, including representing the TCG Lands Department on technical committees as required. Duties include reviewing provincial referral applications for technical and scientific rigor, participating and scheduling working group meetings, conducting site and field inspections, and interacting with project proponents and regulators to ensure TCG’s interests are adequately addressed. The position requires a highly organized individual with strong documentation, analytical, and technical skills in the environmental field, including, provincial permitting and project coordination abilities. If you are looking to expand your experience in land base compliance and enforcement alongside project coordination of regulatory permitting, this is the perfect opportunity for you.

Responsibilities:

- Schedule and conduct site visits/environmental monitoring for exploration sites, including jade and placer mining and major project operations in Tahltan Territory;
- Assist with the development of standard condition language for all permits and referrals: standard language alleviates the concerns that are territory wide, and allows the proponent and Tahltans to focus on the specific concerns of each project;
- Assist with the successful implementation of the TCG Exploration Agreements,

- and all other duties related to exploration agreements;
- Coordinate the provincial Shared Engagement Record process and manage the filing within the TCG Lands internal storage database;
- Work with Tahltan Heritage Resources Environmental Assessment Team (THREAT) technical experts to address Tahltan and/or environmental concerns related to land activities;
- Provide technical expertise to assist with the detailed assessment of land and resource applications;
- Assist in baseline data collection programs and field site investigations relating to land and environmental assessment applications;
- Collaborate on the development of Tahltan recommendations for specific land and resource application for consideration by the Lands Director;
- Work with staff of government programs, external organizations, and private industry according to Tahltan objectives, concerns and social/economic needs, cultural traditional, organizational and political structures, land issues, environmental process, and devolution of government programs;
- Attend relevant workshops, training sessions and seminars related to the position as authorized by the Lands Director, following TCG policies and procedures, to develop personal and professional skills to more effectively fulfill the position and for the efficient operation and benefit to the TCG;
- Attend staff meetings and other related meetings as requested by the Lands Director;
- Perform all other tasks within the scope of the position, as assigned.

Qualifications and Requirements:

- Degree or diploma in Natural Resource Management, Environmental Science, Biology/Ecology, Forestry or related field;
- Minimum of three (3) years of professional experience in conducting technical reviews of scientific studies or participating in field-based programs (baseline data collection);
- Familiarity with provincial and federal acts, regulations, and consultation requirements regarding land and marine resource management;
- Experience or interest in learning about Tahltan Knowledge and Use Studies, engagement of and relationship-building with Tahltan community members;
- Experience working with proponents and regulators on large, complex projects;
- Demonstrated knowledge of technology and methods of data collection with experience in land-based field work, data collection and compliance and enforcement;
- Working knowledge and familiarity with Microsoft Office applications;

- Ability to coordinate technical members of a team, and deliver high-quality project coordination results;
- Ability to write proposals, including budgets and direct reports;
- Valid BC driver's licence.

Personal Skills & Attributes:

- Motivated, positive team player, who collaborates effectively and respectfully with others;
- Able to work well in a team and independently with limited instruction under tight deadlines;
- Strong organizational skills and ability to manage multiple tasks and tight timelines.

Remuneration and Work Hours:

- Competitive salary will be based on responsibility, training, and experience.
- A comprehensive benefits package is offered for employees following a probation period.
- Work hours will be 9:00 am to 5:00 pm, Monday to Friday; however, it is the nature of the position to occasionally work outside regular office hours or on weekends.
- Understanding travel is required and working away from your home office is a requirement.

How to apply: Please email your resume, with references and cover letter (titled: SER COORDINATOR), to hr@tahltn.org Only candidates selected for an interview will be contacted.

Tahltans are encouraged to apply via OnTrack

Any questions? Contact Connor Pritty, Lands Director, at landsdirector@tahltn.org

Deadline for Application: March 8, 2023

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