



*Nuxalk Nation*

P.O. BOX 65, BELLA COOLA, B.C. V0T 1C0

Phone 250-799-5613 / 5959 Fax 250-799-5426

## **JOB POSTING: Nuxalk Referrals and Heritage Coordinator**

**Posted: October 22, 2018**

**Expiring: November 2, 2018**

**Salary:** Salary will be commensurate with experience.

**Job Type:** Full-Time position.

**Start Date of employment:** Fall, 2018. Exact date to be determined following interview process.

This is a term position with the opportunity for extension, pending funding availability.

**Job Location:** Nuxalk Territory, Bella Coola, BC.

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### **Job Summary:**

The Referrals and Heritage Coordinator supports the process of overseeing and managing incoming referral and development applications as well as managing the Heritage resources of the Ancestral Governance office. The Referrals and Heritage Coordinator will oversee the Nuxalk Stewardship Office (NSO) Cedar and Heritage databases. This position will be required to work with other NSO staff, Nuxalk Leadership, and Nuxalk membership. The NSO is seeking a conscientious and highly organized individual, with excellent computer, communication, and time-management skills.

### **Job Duties:**

1. Receive, track, manage, assess, and respond to incoming referrals and development applications using the Nuxalk Cedar Box App.
2. Oversee, organize, and manage heritage resources and information using the Nuxalk Heritage App.
3. Liaise and coordinate with NSO departments and Nuxalk Leadership, as necessary.
4. Create referral updates for Nuxalk Chief & Council and Hereditary Leadership to maintain communication on proposed and current development applications in the territory.
5. Liaise with Provincial representatives when responding to referral and development applications.

### **Key Competencies:**

- Minimum grade 12 education with experience in data management, resource management, or a similar field;
- Ability to communicate effectively in both written and verbal formats;
- Experience working with First Nation communities and in particular, an understanding of the culture and governance of the Nuxalk Nation;

- Ability to track multiple deadlines and manage varied workloads in a flexible manner;
- Ability to work independently and cooperatively in a team environment;
- Personal skills: conscientious, highly organized, excellent time management skills, strong communication skills, self-motivated;
- Knowledgeable in the use and application of computer software such as MS Word, Excel, Access, Publisher, and Power Point;
- Familiarity with Google Earth and GIS software an asset; and
- Familiarity with the Cedar Box App an asset.

**Curriculum Vitae/Resume:** Please forward all CVs/resumes to NSO Office Assistant Rhonda Morton by November 2, 2018 at 4:00pm PST:

Attention: Rhonda Morton

Nuxalk Nation – Nuxalk Stewardship Office

PO Box 65

Bella Coola, BC

V0T 1C0

Telephone: 250-799-5613 ext. 252

E-mail: [soa@nuxalknation.ca](mailto:soa@nuxalknation.ca)

**Resumes can also be dropped off at the Nuxalk Nation's Administration building - Front Desk.**