

**Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations**

**Resource Analyst/ Project Manager**

Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations (Kyuquot/Checleseht)(KCFN) is a modern Treaty First

Nation located on the West Coast of Vancouver Island with our settled community in

Kyuquot/Houpsitas. Approximately 1/3 of our Members live at home. KCFN Department of

Lands and Resources is responsible for managing 6300ha of Treaty Lands, and managing KCFN Treaty rights on 149,000 hectares of land territory including 13 river systems and 846km of shoreline. KCFN has offices in Houpsitas and Campbell River.

The Resource Analyst/Project Manager main role is documenting and analyzing information and data, assisting KCFN Management team with regulatory applications, developing project plans, implementing and monitoring work breakdown structures, monitoring status and progress against planned objectives and various other analytical tasks with an environmental and resource focus with focus on land and natural resources on KCFN Treaty Lands and territories (Hahuulth) within the department of Lands and Resources. The Resource Analyst/Project Manager reports to the Manager of Lands and Natural Resources.

**Key Accountabilities**

* Reviews external reports, policies and updates from both external regulators (e.g. DFO, FLNRORD, etc) and external developers and consultants to assess potential impacts to KCFN rights.
* Assists or leads managing tasks and components of initiatives to further stewardship.
* Identifies, develops scopes and/or presents findings of environmental restoration and rehabilitation projects.
* Manages the status, resources, and timelines for all items, and work with management and internal teams to provide updates on issues.
* Responsible for the quality, quantity, and coordination of all work performed in the various program areas overseen.
* Tracks correspondence between external bodies, governments and proponents to meet consultation deadlines and ensure participation and leadership in different aspects of environmental stewardship initiatives or development projects.
* Oversees the inventory, use, and maintenance of equipment used for environmental projects and referrals management.
* Promotes ecosystem management, ensuring long term productivity and ecologically sustainable goals are implemented, maintained, and achieved.
* Develop systems and policies to implement the Maa-nulth treaty, KCFN law and policy direction including the governance and oversight of activities in KCFN territories and on KCFN Treaty Lands.
* Ensure the correct applicable laws are in compliance with KCFN, provincial and federal standards.

**Education and Experience:**

* Bachelor’s Degree in Environmental Sciences, wildlife management, wildlife biology, fisheries biology, fisheries management, zoology, geography, natural resources, resources management, or a related field; or other relevant discipline from a recognized post-secondary institution.
* 2-4 years of combined progressive experience/education conducting responsibilities listed above, including methods of surveying, mapping, estimating forest lands, fisheries biology, fisheries management, limnology and evaluating mineral and natural resources values.
* 1-2 years of applicable project management.
* Experience with ArcGIS and associated software.
* Knowledge of the laws, principles, and practices of environmental management including conservation, protection and use.
* Experience as an intermediate/advanced user of the Internet, Microsoft Office Applications – Outlook (Email), Word, Excel, etc.
* Experience working in a First Nations environment is preferred.
* Must have a valid Class 5 BC Driver’s License.
* Must successfully complete Criminal Record Check
* Position is based in Campbell River or Kyuquot (Houpsitas) with travel to both locations necessary.
* Able to travel, including overnight and weekends if required.
* Available to work extended hours, including evenings and weekends if necessary.
* Able to work outdoors in inclement weather if necessary.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your cover letter & resume to jeffn@kcfirstnations.com and timothys@kcfirstnations.com Please quote Resource Analyst/Project Manager. Closing date for this position is September 05, 2021.