



Employment Opportunity **GIS Technician Trainee** Reference No. LSG-GIS-TRA-0919

PURPOSE: Reporting to the Associate Director, the Graphical Information System (GIS) Technician Trainee is an entry level position that will work on digital mapping and developing a knowledge database for Cowichan Tribes. The successful candidate will work closely with our Lands and Governance team to update and manage a GIS system, initially focusing on environmental works conducted within the community. This is a full time 6 month term, with a possibility of extension subject to funding.

RESPONSIBILITIES:

- Complete GIS training;
- Assist with data collection and information gathering; data will be collected from digital sources;
- Complete field work as required; visit sites and digitally record information for mapping and future reference;
- Ensure data collected is accurate and supports the objectives of the project;
- Manage GIS system, add and/or update mapping information;
- Other related duties are required.

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 or equivalent
- Prior GIS and/or mapping experience would be an asset.
- Experience working in a First Nations community, and a willingness to learn about culture, customs, and traditions of Cowichan people

SKILLS, KNOWLEDGE, AND ABILITIES:

- Demonstrated computer competence and experience with MS Office Suite, including Excel and Word;
- Knowledge of Cowichan Tribes internal departments and programs;
- Knowledge of Lulumexun Lands and Self Governance services and programs;
- Well-developed written, oral, and interpersonal skills;
- Time management and organizational skills;
- Ability to maintain strict confidentiality;
- Ability to organize, take initiative, and pay attention to detail;

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. LSG GIS TRA 0919

Human Resources Department, Cowichan Tribes

5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Wednesday, September 25, 2019.

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance but only those selected will be contacted.*