



Employment Opportunity
Land Management Coordinator
Reference No. LSG-LANMAN-COOR-1019

PURPOSE: Reporting to the Lulumexun Lands and Self Governance Director, the Land Management Coordinator will be responsible for coordinating Cowichan Tribes' lands processes and policies, liaising with other governments regarding traditional territory, and using administrative systems for land related business. **This is a full-time permanent position.**

RESPONSIBILITIES:

- Administer the Quw'utsun Tumuhw (Land Code) and related policies and procedures to establish sustainable land use;
- Evaluate land use and develop protection policies, legislation and regulations;
- Negotiate terms and conditions of land use activities by applicants;
- Submit reports to third party partners as required;
- Keep informed with trends, techniques and issues in land management;
- Initiate changes, or recommending changes and courses of action to direct report;
- Participate in policy reviews, symposiums, activities and/or meetings;
- Create and maintain systems to record all legal interests in Cowichan Tribes lands;
- Develop and implement systems and procedures for all types of land transactions, including ownership transfers, leases, rights of ways, resource extraction permits;
- Recommend laws required to carry out organization policies;
- Communicate with members, individually and at community meetings, about activities, finances and proposals;
- Develop and review land interest agreements, leases, right of ways and permits; notifying interest holders of potential expiration or changes;
- Collaborate on the development of budgets for land administration;
- Other related duties as assigned.

EDUCATION AND EXPERIENCE: (please attach all required documents)

- Post-secondary degree in Planning, Resource Management or related field preferred;
- Previous experience working with a First Nations community and/or organization is required;
- Certificate in Tax Administration and/or Lands Management preferred;
- Minimum of 3 to 5 years' experience in lands management including:
 - First Nation's land management;
 - Contract law and management;
 - Land registry practices and policies;
 - Financial planning; and
 - Framework agreement, Transfer agreement, Land Code and associated federal legislation on First Nation Land Management.
- Current Criminal Record Check;
- Class 5 BC Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of relevant federal, provincial and local legislation, policies and procedures;
- Negotiating and mediation skills;
- Excellent verbal and written communication;
- Organizational skills with the ability to multitask and meet deadlines;
- Relationship building skills with internal and external stakeholders;
- Working knowledge of Microsoft Excel, Word, Outlook, PowerPoint, and Adobe PDF.

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-LANMAN-COOR-1019

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. Friday, October 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.*