



Wuikinuxv Nation – Stewardship Office

Job Opportunity - Stewardship Director (Temporary – 1 year)

Title: Interim Stewardship Director

The Organization:

The Wuikinuxv Nation Stewardship Office works with the Nation to carry out an integrated approach to stewardship and decision-making related to the land, water and cultural resources within Wuikinuxv Territory. We have a core staff of twelve with additional seasonal roles to carry out our work in fisheries management, marine policy and planning, research, lands and forestry, research and territorial guardians. We support the Wuikinuxv community to steward our resources in ways that provide an abundance for future generations.

The Opportunity:

Wuikinuxv Nation is hiring an Interim Stewardship Director responsible for the development, management and oversight of the Stewardship Office programs, projects and staff. The Stewardship Director ensures that the department serves the Nation's interests, objectives, and aspirations by being accountable to the direction and mandate of the community and leadership. This is a one-year contract to fill a maternity leave vacancy.

Key responsibilities include:

1. Coordinate and lead implementation of annual workplans and budgets;
2. Play a leadership role in ensuring community members' and leadership's interests, concerns, and priorities are addressed in all lands, marine and fisheries management work;
3. Develop and execute budgets and associated workplans;
4. Provide oversight for financial and program administration and reporting;
5. Manage the human resources of the organization including capacity-building and policy development;
6. Facilitate effective communication within the department, with community and with external partners;
7. Build and maintain mutually supportive connections between the Stewardship Office and other Wuikinuxv Nation departments.

Location:

The Stewardship Director may live and work in Kitit (Rivers Inlet) or may work from a remote location based in the Lower Mainland, South and Central Coasts, and Vancouver Island. Candidates for this position should be based within BC and able to easily travel to Kitit (Rivers Inlet) on a bimonthly basis, and easily travel to Vancouver, and Victoria several times per year. Reimbursement for approved travel costs will be provided.

Salary:

A competitive salary/rate will be negotiable and commensurate with skills and experience.

To Apply:

Please submit letters of application with resume to: Paul Willie, Tribal Manager at wko_tribal_manager@wuikinuxv.net, and Andra Forney, Stewardship Director at stewardship_director@wuikinuxv.net. Review of applications will begin on April 3rd, 2023, and the position will remain open until it is filled. A full job description is available upon request.

The Wuikinuxv Nation is committed to respecting diversity within our workforce and developing capacity for individuals of Wuikinuxv ancestry. We encourage those of Wuikinuxv ancestry and all Indigenous applicants to self-identify in our recruitment processes



Wuikinuxv Nation

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Job Description

Job title	<i>Wuikinuxv Stewardship Director</i>
Reports to	<i>Wuikinuxv Tribal Manager</i>
Accountable to	<i>Wuikinuxv Community, including Wuikinuxv Elders, Traditional Leaders, and Wuikinuxv Stewardship Committee</i>

Job purpose

The Wuikinuxv Stewardship Director oversees the operations of the Wuikinuxv Stewardship Office and is responsible for supporting good stewardship of lands, waters and resources within Wuikinuxv Nation Territory. The purpose of this position is to oversee and ensure good the operation of the Stewardship Office. To accomplish this the Wuikinuxv Stewardship Director will maintain thorough organization of information; develop and track budgets and work plans; oversee employees; practice good communication with leadership, the community and external organizations.

Duties and responsibilities

The primary job duties and responsibilities of the Wuikinuxv Stewardship Director are listed below. The Wuikinuxv Stewardship Office encourages all of our employees to take initiative, and the Wuikinuxv Nation reserves the right to vary or assign additional job duties in accordance with our changing business needs. The Stewardship Director will:

1. Develop and maintain a budget for the whole stewardship office.
2. Works with Wuikinuxv Administration and Finance Department to pay bills and track spending (budgets).
3. Identify and apply for funding to support implementation of workplans and goals.
4. Keeps all reporting up to date, and ensures project reports are completed and filed on time.
5. Ensure clear workplans are in place, and that they are being met by all staff.
6. Hire and supervises stewardship staff.
7. Create a stewardship office team with staff that feels supported and able to achieve their best at work.
8. Make sure equipment and field gear are maintained in good working order.

9. Ensure that the Stewardship Office regularly engages and communicates with the community, and provides regular updates to Wuikinuxv leadership.
10. Represent the Wuikinuxv Stewardship Office at internal & external tables (CFN-GBI; CCIRA; Treaty; ...)
11. Develops and oversee implementation of strategic plan(s) (with community)
12. Ensure community, administration & internal Stewardship Office policies & processes are followed; Develops policies as required
13. Implement and ensure that all work is done in compliance with WCB Occupational Health and Safety regulations and Wuikinuxv specific safety standards and policies.
14. (as needed) Provide technical expertise and support on various files managed by the Stewardship Office

Qualifications

Minimum qualifications include:

- Proven experience in managing other people to carry out the work of a large project or the operations of an organization
- Familiarity working with and/or extensive knowledge of indigenous management systems, natural resource stewardship/land management, conservation ecology, or fisheries management
- Previous experience working with First Nations
- Well organized with strong writing and analytical skills (i.e. like to solve problems)
- Computer skills including familiarity with MS Office Word & Excel
- Self-motivated
- Experience with project management, report writing and budgeting
- Strong communication and public relations skills

Additional qualifications and characteristics that are important for the position include:

- Familiarity with Wuikinuxv Territory and stewardship values
- Strong interest in Wuikinuxv history and cultural land use. First-hand knowledge of Wuikinuxv cultural land use is an asset.
- Post-secondary degree or diploma in business or public administration, ecology, geography, anthropology, fisheries and/or resource management and 3+ years related work experience
- Awareness of Indigenous laws, rights and title and traditional ecological knowledge as these relate to stewardship
- Knowledge of legislation, government to government agreements and management plans affecting First Nations.
- Training and work experience with ArcGIS.
- Training and experience working with digital databases
- Experience in natural resource policy development especially in a First Nations context
- Experience working with government agencies at the federal and provincial levels.
- Personal characteristics such as teamwork, integrity, and passion for the stewardship of Wuikinuxv Territory.

- Physical fitness and a willingness to work outside in a variety of conditions.
- Occupational First Aid Level 1 with Transportation Endorsement.

Working conditions

The regular hours of employment for the Wuikinuxv Stewardship Director are Monday to Thursday 8:30am to 4:30pm, with an unpaid lunch break from 12 noon to 1:00 pm, totalling a work day of 7 hours. Work may involve travel and attendance of meetings outside of these regular work hours.

This position is primarily office based, but may occasionally require working outside in potentially hazardous conditions. Such conditions include exposure to extreme weather, insects, wildlife, and terrain. The Wuikinuxv Stewardship Director position may occasionally require travel to remote locations accessible only by boat.

These working conditions require that the Wuikinuxv Stewardship Director have appropriate gear and equipment. The employee is required to provide clothing needed for protection against the natural elements, and safe footwear.
