



# Kitasoo Xai'xais Stewardship Authority

## Engagement Coordinator

### JOB PURPOSE

As a key member of the Kitasoo Xai'xais Stewardship Authority ("KXSA"), the Engagement Coordinator will manage provincial engagements and direct engagements on behalf of the Kitasoo Xai'xais Nation.

### DUTIES AND RESPONSIBILITIES

1. Track, assess, and respond to incoming government referrals and development applications (park use permits, logging cutting permits, etc.) according to the Nation's Engagement Framework.
2. Liaise with relevant government representatives, KXSA staff, and Kitasoo Xai'xais leadership when responding to provincial engagements.
3. Track, assess, and respond to direct engagements related to media, research, development, filming, research, tourism, and other requests.
4. Liaise and coordinate with KXSA staff and Kitasoo Xai'xais leadership to develop data sharing, protocol, research, and/or confidentiality agreements between the Nation and the proponent.
5. Maintain KXSA's tracking software (Cedarbox) and ensure it is functioning as intended.
6. Prepare updates, information briefs and summaries for the KXSA Committee and Nation decision makers to maintain communication regarding engagements.
7. Contribute to the ongoing development and implementation of Kitasoo Xai'xais land use and marine use planning and management.
8. Work towards the continued implementation of land, marine and resource use protocols such as those outlined in the BC-CFN Reconciliation Protocol Agreement, and protected area Collaborative Management Agreement, and Fisheries Resources Reconciliation Agreement, etc.
9. Support and mentor Community program coordinators and other KXSA staff.
10. Carry out other related duties that may be requested by the KXSA Director and/or Advisors.

### SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED

- Bachelor's degree in Geography, Environmental Studies, Natural Resource Management, or related field. Equivalencies considered based on experience, knowledge, abilities and skills;
- Minimum two years of relevant work experience;
- Ability to work effectively in a highly dynamic team environment, virtual and in-person, and with a significant level of autonomy and self-motivation;
- Ability to remain highly organized on multiple files and deliver projects under tight time constraints, often with shifting priorities;
- Ability to manage difficult situations and to use facilitation skills to find consensus solutions;
- Ability to summarize and interpret complex, detailed information into plain language documents and presentations, and to produce publishable reports and documents;
- Knowledge of modern office practices and computer skills, software, and equipment including competency with Office 365. Experience with GIS and database software is an asset;
- Excellent communication (oral and written), time management, and organizational skills; and
- Skills including creativity, patience, persistence, tact, and conscientiousness.

## CANDIDATE SHOULD POSSESS

- Experience working with First Nations and an awareness of First Nation rights and title, laws, interests, and stewardship responsibilities;
- Knowledge and understanding of First Nations regional planning processes and engagement frameworks;
- Experience engaging and collaborating with the federal and provincial governments; and
- Understanding of the legislation that governs land and marine use in coastal British Columbia.

## WORKING CONDITIONS

This can be a full-time or part-time position based on a 35-hour or 21-hour work week consistent with regular office hours. There is an expectation for occasional evenings and weekends for travel and to attend meetings.

KXSA operates in a distributed office environment. Currently, members of our team live and work in Klemtu and remotely throughout Vancouver Island and the lower mainland with frequent communication and networking with the KXSA Director, coordinators and advisors. Candidates for this position should be based within BC and able to travel to Klemtu and Vancouver within a reasonable time and cost to meet in person. Travel to Klemtu several times per year may be required. Reimbursement for approved travel costs will be provided. Remote candidates should be prepared to provide their own (home) office environment and equipment.

The Engagement Coordinator will work with consultants/advisors, community coordinators, KXSA committees, working groups, staff, and other community members. However, the ultimate direct reporting relationship is with, and all formal direction is to, the KXSA Director.

## SALARY AND BENEFITS

The starting salary will be determined commensurate with experience and final scope of responsibilities. Range is expected to be \$5,000 - \$5,700 per month plus benefits (based on a 35-hour work week), with standard holidays and vacation time. The full time position will be eligible for band employee benefits including extended health and dental, and retirement saving plan contributions. The position is expected to start September 11<sup>th</sup>, 2024. There will be a three-month probationary period, with an assessment at the end of November, 2024.

## TO APPLY

Applicants are asked to submit letters of application, with resume, providing details of work experience and two references. **Deadline: September 4<sup>th</sup>, 2024, by 4:00 pm PDT.**

Reply to: Rosie Child, KITASOO XAI'XAIS Stewardship Authority, [RosieChild@kxsa.ca](mailto:RosieChild@kxsa.ca)