



**1441-16<sup>TH</sup> AVENUE**  
**CAMPBELL RIVER, BC V9W 2E4**  
**TELEPHONE: (250) 286-7200**  
**FAX: (250) 286-7222**  
**TOLL FREE: 1-877-286-7204**

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**Nanwakolas Council Temporary Referrals Officer Term Position**

**Position Title:** Referrals Officer

**Salary Range:** Dependent on experience. Medical/Dental Benefits included

**Program:** The Nanwakolas Council is located in Campbell River and operates Referrals Office that manages provincial government resource development referrals in partnership with the five member First Nations. Provincial government resource development referrals are be directed to the Referrals Office where staff, based upon existing First Nation land use planning, cultural and resource data, work with the participating First Nations in developing effective referral responses in a timely manner. Staff also assist the First Nations in attempting to resolve issues or concerns they may have with referrals.

**Position Links:** The Referrals Officer will -

- Work under the direction of the Referrals Office Manager who will provide direction and oversee the entire operation;
- Work with a GIS technician/analyst who will provide background information that will assist in developing a referral response;
- Communicate with representatives from the participating First Nations in developing and finalizing the referral response; and
- Liaise with provincial government staff and resource development proponents, and facilitate discussions between these persons and the participating First Nations.

**Skills and Abilities-**

- Proven verbal and written communication skills.
- Ability to complete tasks in a timely and professional manner.
- Ability to foster and maintain working relationships with a variety of individuals and organizations.
- Ability to work individually on projects and as a team player.
- Problem solving skills.
- Ability to utilize PC computers and including e-mail, spreadsheet and word processing software (Microsoft Excel and Word).

**Specific Accountabilities/Deliverables:**

- Receive initial pre-application communication from proponent, facilitate pre-application discussions between proponent and relevant participating First Nations.
- Receive and analyze provincial government resource development referrals.
- Based upon existing First Nation land use planning, cultural and other resource information, develop a draft response to the referral that addresses potential infringements of Aboriginal rights or other concerns of the relevant participating First Nation.
- Communicate with representative of the relevant First Nation to review and amend draft response, leading to the development of a final response.
- Facilitate discussions between the proponent, province and the relevant First Nation regarding the referral and issues raised in the response.
- Accurately record the progression of the development of the referral response, including all communication and correspondence from the moment the referral is received to the submission of the final response.

**Selection Criteria:**

- Diploma, degree or work experience in resource management or related field.
- Experience working with First Nations is preferred.

**Length of Employment:**

This is a temporary position, lasting approximately 15 months, with the possibility of the position becoming permanent.

Resumes to be submitted by email to:

Art Wilson

[artwilson@nanwakolas.com](mailto:artwilson@nanwakolas.com)

Or fax:

(250)286-7222

**No Later than:**

**Wednesday, December 11, 2019 at 12:00 pm**