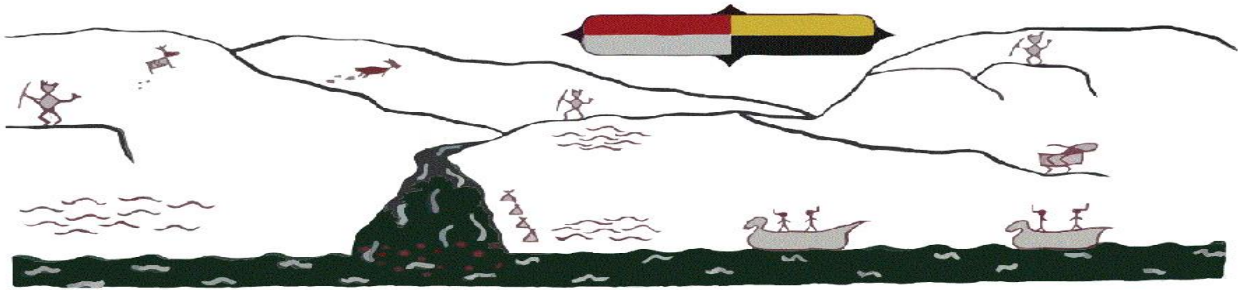


Kanaka Bar Indian Band



Job Summary:

Kanaka Bar's Summer Youth Program provides opportunities for the region's youth to develop constructive work habits, positive attitudes, and valuable job skills necessary to enter the workforce. During the program each youth worker will be held to the highest standards of attendance and will be assigned to specific work areas within Kanaka Bar and its business entities. Each student will adhere to an established work schedule and perform effectively the work assigned to them under supervision of a manager.

We are looking to recruit a Summer Youth Worker to work with us in the Lands and Governance department of our organization. It will be an 8-week assignment starting on July 8th ending August 30th, 2019.

Position: Lands and Governance Intern

Reports to: Chief

Duties and Responsibilities:

At Kanaka Bar, the Lands and Governance portfolio is the direct responsibility of Council led by the Chief. The selected intern will work under direct supervision of the Chief and will be required to provide administrative and technical support to Council. More specifically, the intern will be required to:

- Review Kanaka Bar's Land Use Plans (both on and off reserve), Traditional Territory Land and Resources Strategy, Community Economic Development Plan and Governance Manual;
- Understand Kanaka's land and resource management principles, referral and decision-making process, best practices for community engagement, and create a dedicated section on the website to summarize the findings;
- Provide planning assistance for land use, lease management, and land management and protection;
- Assist in preparing land encumbrance checks and various documentation for land surveys as required and when needed;
- Create new and/or update existing Kanaka Bar maps using ESRI software
- Assist in responding to land and project referrals, and prepare summarized briefing for Council's review;
- Support with filing for the Lands and Governance department of Kanaka Bar;
- Attend Council meetings and take notes; and
- Perform other duties as required.

Requirements:

- Must be between 15 and 30 years of age at time of applying and work commencement.
- Respect and adhere to all safety requirements for the work environment
- Able to work independently when required
- Be able to work in the office, field and a mix of both
- Have good written and communication skills
- Have strong organization and planning skills
- Problem solving ability
- Able to function well in a team
- Must have appropriate work gear (work boots and gloves)

2693 Siwash Rd., PO Box 610, Lytton, BC, V0K 1Z0 Phone: 250 455 2200 Fax 250 455 2201

Working conditions

- Interact with residents, staff, visitors, government agencies/personnel under all circumstances
- Be able to work outside in weather conditions
- Some travel may be required from time to time
- Full-time from Monday to Friday from 8 a.m. to 4 p.m.

Application Procedures

- Submit current resume and cover letter by email to chief@kanakabarband.ca or deliver in person
- Deadline is 4 p.m. on Friday, June 21th, 2019
- Late applications will not be accepted
- This is a targeted position and applicants are encouraged to apply for other targeted positions if interested.

We appreciate all applications however; only short-listed applicants will be contacted to participate in the interview process. Starting date is **July 8th, 2019**.