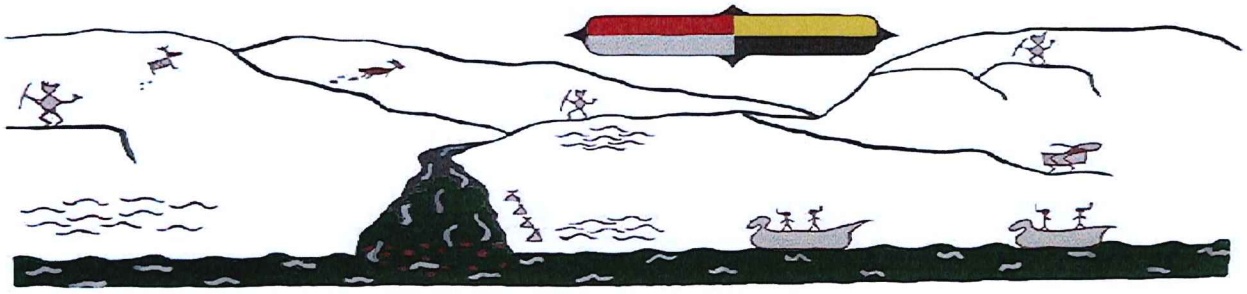
Kanaka Bar Indian Band



JOB POSTING

Position:	**Director of Lands and Culture**
Organization:	**Kanaka Bar Indian Band**
Reporting:	**Chief and Council**
Application Deadline:	**Until the position is filled**

Summary

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable, and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision, and it continues to evolve. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants to oversee the management, administration and delivery of all Lands, Stewardship, Language and Culture programs and services to ensure that the needs of community members are met in a respectful, effective, and efficient manner. For more information on the community, please review the rest of our website at: http://www.kanakabarband.ca/.

Director of Lands and Culture is a full-time management position based at Kanaka with bi-monthly reporting to Chief and Council. The Director of Lands and Culture will be responsible for overseeing the social, cultural, and economic development initiatives that are implemented through the following departments:

- **Lands Stewardship**
- **Fisheries Program**
- **Land Gaurdian Program**
- **Language and Culture Programs**
- **ʔəq̓ʔáq̓tn̓mx (Kanaka Bar Indian Band) IPCA**

The Director of Lands and Culture will work alongside the Director of Economic Development, Director of Programs and Services and the Senior Finance Officer and be responsible for leading the planning, organization, implementation, and evaluation of the overall management of all day-to-day operations of Kanaka Bar. The successful applicant will be responsible for overseeing the development and implementation of programs, services and training opportunities based on community needs and established plans. They will be required to manage and supervise staff, liaise with clients and other community collaborators, and lead day-to-day activities in line with policies, plans and guidance received from the Chief and Council. The Director of Lands and Culture will ensure that the functions and mandates of all departments and entities are executed in a timely, orderly, and satisfactory manner, and implement reasonable change management techniques.

Duties and Responsibilities

- **Department Leadership and Administration:** Lead and Manage Lands and Culture Department, develop annual work plans, provide a safe and respectful work environment, Support succession planning and staff development
- **Stewardship and Environmental Management:** Lead stewardship initiatives throughout the **ʔəq̓ʔáq̓tn̓mx (Kanaka Bar Indian Band**) territory, coordinate environmental monitoring programs, develop stewardship strategies and operational plans, monitor cumulative effects and environmental risks
- **Territory Lands Management:** Oversee land use planning initiatives, coordinate land referrals and reviews, monitor land use activities within the territory and coordinate land stewardship initiatives
- **Resource Management:** Oversee resource management programs, coordinate fisheries, wildlife, forestry and environmental initiatives, support scientific monitoring and research activities
- **ʔəq̓ʔáq̓tn̓mx (Kanaka Bar Indian Band) IPCA:** Continue the ongoing IPCA initiative, meeting with government at monthly IPCA collaborative tables, providing updates to local leadership, local governments, ongoing fundraising for the endowment fund, long-term strategic planning
- **Strategic Planning**: Collaborate with Directors, Council, SFO, and staff to create and implement short, medium-sized, long-term plans aligned with community priorities and plans.
- **Budget Management**: Collaborate with the other Directors and the SFO to develop and manage annual operations and capital budgets for departments and community economic entities.
- **Support Services**: Provide direct support through research, grant writing, project development, and business retention activities according to community plans.
- **Performance Monitoring**: Track organizational and program performance, taking corrective action as needed.
- **Team Leadership**: Oversee staff operations, including hiring, supervision, evaluation, and training, to ensure operational excellence for the department.
- **Staff Development**: Motivate and develop staff skills to enhance productivity, professionalism, and morale.
- **Relationship Management**: Build and maintain respectful relationships with the community, clients, employees, and contractors.
- **Compliance**: Ensure adherence to legislation, regulations, policies, and procedures.
- **Proposals and Reporting**: Prepare clear and comprehensive reports, proposals, and updates.
- **Meeting Coordination**: Assist in organizing community leadership, and staff meetings, and finalize minutes.
- **Community Engagement**: Foster an open, service-oriented relationship between the community and Band administration.
- **Liaison Role**: Act as a liaison with government agencies, private businesses, and other external entities.
- **Stakeholder Relations**: Promote positive relationships between the community, staff, Council, and external stakeholders.
- **Additional Duties**: Perform other related tasks as assigned.

Requirements

- **Education**: A Master's Degree in Environmental Science, Natural Resource Management, Land Use Planning, Indigenous Governance, Biology, Forestry, Fisheries, Archaeology, Geography, or related discipline. A Business Administration Degree would be an asset.
- **Experience**: At least five years of managerial experience, ideally with a minimum of two years in a First Nations environment.
    - Experience working with Indigenous governments.
    - Experience managing environmental and stewardship programs.
    - Experience with regulatory processes and environmental legislation.
- **Human Resources Expertise:** Solid understanding of Federal and Provincial employment laws and labor relations, with additional training in HR management considered an asset.
- **Technical Skills**: Proficient in Outlook, Word, Excel, PowerPoint, and Xyntax.
- **Communication**: Strong verbal and written communication skills.
- **Professionalism**: Diplomatic, tactful, and able to handle confidential or sensitive information.
- **Personal Qualities**: Reliable, good judgment, dependable, and committed to continuous learning.
- **Independence**: Self-motivated with the ability to work independently.
- **Teamwork**: Capable of working effectively in a team environment.

- **Adaptability**: Flexible and able to adjust to changing priorities.
- **Conflict Resolution**: Proven negotiation and conflict resolution skills.
- **Community Involvement**: Interest in rural and remote living, cultural participation and climate change adaptation.

Knowledge

- Indigenous Rights and Interests
- Environmental Legislation
- Land Use Planning
- Resource Management
- Archeology and Heritage Protection
- Environmental Assessment Processes
- Funding Agreements and Project Administration
- Nlaka'pamux Language and Culture

This Position Shall Not

- Lead Political Discussions
- Establish Governance Policy
- Develop Governance Framework
- Create Rules of Procedure
- Lead Jurisdiction Negotiations
- Represent Chief and Council Politically

Working Conditions

- Physical presence at the office during regular work hours and bi-monthly Council and Community meetings.
- Interaction with employees, residents, membership, leadership, and the public.
- Travel as and when required.
- Manual dexterity is required to use desktop computers and peripherals.
- Sitting for extended periods of time.

This will be a full-time employment position based out of the Kanaka Bar's Band office. Compensation will consider both the qualifications and experience of the applicant. Canada Labor Code provisions will govern where applicable.

All qualified and interested applicants should submit a cover letter and resume to KanakaChief@kanakabarband.ca . **The posting will remain open until a suitable candidate is found.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process.