

About the 2022 Kanaka Lands and Governance Internship Position

Kanaka Bar Indian Band (“Kanaka”) is seeking a Land and Governance Intern (“Intern”) who will assist Council, their Executive Assistant and Kanaka’s Cumulative Effects Coordinator with their various day-to-day activities. The Intern will learn about the community governance structure and day to day management throughout their position term. The position duties will cycle through Kanaka Bar’s three main departments, Chief and Council, Land and Resources and Programs and Services, so that the intern will have the opportunity to learn from each.

The position will include activities related to land/resource management (*conditions, decisions, and climate change*), 3rd party discussions, strategic planning, financial governance, and website management. The Intern will also assist in record-keeping of official community documentation. A starting point for the Intern will be to review Kanaka’s vision through its Land Use Plans, Traditional Land and Resource Use Strategy, Climate Change Vulnerability Assessment and Community Resilience Plan. Throughout the position term, the Intern will support implementation of Council projects in the 2022 Summer Plan and 2022 Winter Plan. The Intern will work primarily at Kanaka’s offices but will also, at times, assist in field work for Council related projects (e.g. collecting data from monitoring stations and mapping).

Role and Responsibilities:

Kanaka Bar is seeking a dynamic and self-motivated person who can help the community integrate their vision of being sustainable through support of its governance initiatives. The Intern will help the team to monitor the implementation community’s long-term strategy and will also assist with the day-to-day administrative tasks delegated by the supervisor.

More specifically, the duties of the Intern will include:

- Reviewing the existing community plans and suggesting next steps and changes to them
- Recording, creating and or updating the community’s existing land maps
- Gathering data from existing monitoring equipment and reviewing results to support land use planning
- Understanding financial management and support with tasks like invoice processing
- Participating in meetings during regular work hours (community meetings optional), preparing minutes from such meetings and providing insights over the topics discussed.
- Assisting with implementation of Council projects in the Summer Plan and Winter Plan.
- Working on other tasks as assigned by department supervisors.
- Participating in training programs, as appropriate

Ideal Candidate

- Must be between 15 to 30 years of age
- Will be motivated, organized, detail oriented and a team player
- Will value and genuinely take interest in the community’s vision and culture
- Will be able to work in office and occasionally in the field in a safe manner
- Is already able to use a workstation and application software.
- Knowledge regarding governance, land use and climate change will be considered but not mandatory.

Position Details

- 35 hours a week for a year (May 2022- April 2023)
- \$45,000 salary

Application Process

- Please submit your most recent resume and cover letter by email to Engagement@kanakabarband.ca
- The application deadline will be February 13, 2022

Additional Information:

Kanaka Bar Indian Band is an equal opportunity providing community. We evaluate qualified applicants without regard to race, age, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you need reasonable accommodation because of a disability for any part of the employment process, please call 250-455-2200 and let us know the nature of your request and your contact information.

We encourage all applicants to visit our website and learn more about us at: www.kanakabarband.ca.