



Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road
Chilliwack, BC V2R 4G5

October 31, 2024

ENVIRONMENTAL STEWARDSHIP & RESEARCH PROJECT COORDINATOR (2 positions)

EXTERNAL

Stó:lō Service Agency (SSA) requires the services of 2 Environmental Stewardship & Research Project Coordinators to fill vacancies within the Stó:lō Research and Resource Management Centre (SRRMC).

The **Project Coordinator** will be an enthusiastic individual, dedicated to advancing Stó:lō-led Indigenous stewardship within S'ólh Téméxw (Stó:lō traditional lands; the lower Fraser River watershed). They will join the multi-disciplinary **Environmental Stewardship and Research Unit** within the SRRMC and play a central role in supporting departmental operations for the British Columbia-S'ólh Téméxw Stewardship Alliance Collaborative Stewardship Forum ([BC-STSA CSF](#)) and Major Projects that include regulatory processes triggering environmental assessments by federal and/or provincial regulators. Projects cover an array of subject areas that include land-use planning (mining forestry, parks), environmental monitoring, assessment and data collection of air and water quality, as well as cultural heritage, recreation and guardianship of the land, and natural and cultural resources. All work in the unit and department is carried out within a community-based framework grounded in Stó:lō principles and worldview.

Core responsibilities of the **Environmental Stewardship & Research Project Coordinator** include:

- Supporting the development of project proposals, work plans, and budgets.
- Experience working with budgets and managing project expenses.
- Coordinating with project team members and providing tracking and systems management for project support.
- Maintaining project documents, database file management and data entry.
- Organizing meetings and events, including meeting preparation, scheduling, note-taking, and action item follow-up.
- Communications and reporting of project outcomes with a range of audiences, internally and externally, particularly Stó:lō First Nations leadership and community members.
- Supporting the development and implementation of projects as may be required.
- Other duties as assigned/required.

This position will report to the SRRMC Environmental Stewardship and Research Unit Manager. The successful candidate will be based at the Chilliwack SSA office, with hybrid/flexible work options available (e.g., 2-3 days a week working remotely).

QUALIFICATIONS AND REQUIREMENTS:

- A degree or equivalent experience in a relevant field such as: Business Administration; Environmental Science; Natural Resource Management; Cultural Heritage Resource Management; Forestry; Indigenous Studies; Geography; Ecology; Biology; or Cultural Studies.
- Strong verbal and written communication skills (e.g., making presentations, writing reports, proposals, briefing notes, etc.).
- Strong project coordination skills and the ability to keep an organized record of project materials.
- Ability to work independently with minimal supervision and collaboratively in a team setting.
- Experience working with budgets and managing project expenses.
- Expertise with a variety of computer programs including Microsoft 365, MS Office and various conferencing platforms.
- Willingness and ability to do some fieldwork.
- General understanding of Stó:lō First Nations, culture, traditions, history, and current land/resource issues, and dedication to learning more.
- Ability to maintain healthy working relationships with staff, community members, and representatives of other organizations.

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation
- Names, phone numbers, and email addresses of three references (e.g., recent supervisors/managers).

Other requirements:

- Must possess and maintain a valid Class 5 BC Drivers' License
- Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check
- Must be fully vaccinated for Coronavirus/Covid-19 with a Federally approved vaccine.

SALARY RANGE:

\$28.00-34.00 per hour, commensurate with qualifications/experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period.

APPLICATIONS DEADLINE:

4:00 PM, Friday, November 22, 2024

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #8A –floor 1- 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.