



Snuneymuxw

First Nation

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JOB POSTING

Lands Coordinator

Full-time, *1-year term* with possibility for extension

Wage: \$30.00 - \$40.50 per hour depending on experience

JOB SUMMARY

The Lands Coordinator is responsible for the comprehensive management of the Lands Department and Land Registry relating to reserve lands under delegate authority for Snuneymuxw First Nation (SFN). This role oversees all SFN land assets (purchase, maintenance, replacement, and overall budget), including those in Housing and Maintenance. This position reports to the Lands Director and manages all aspects of the Lands Department including supervision of lands staff, planning, policies, and procedures as well as the annual budget.

DUTIES & RESPONSIBILITIES

As the Lands Coordinator, you will be responsible for the following duties:

- Carries out all responsibilities of the Lands Coordinator as set out in the SFN Land Code.
- Reviews and processes land lease agreements (residential, commercial, retail, industrial agreements), subleases, permits, rights of way, additions to reserve proposals, allotments, transfers, mortgages etc., and other legal documentation pertaining to SFN Reserve lands.
- Supports Chief & Council in treaty negotiations related to land, capital, and housing assets.
- Provides guideline information as to the process for a proponent to register a lease or permit on reserve lands.
- Working with Chief and Council and community members, develops and implements a strategic sustainable vision of land usage for SFN, including capital planning process which is supported by land code, by-laws and a system of enforcement.
- Oversees registrations in the First Nations Lands Registry System and Land Registry searches for membership and clients.
- Communicates with lessees and Band membership on land and land use issues, and with trustees, executors, and solicitors on land disposition.
- Undertakes Capital and Urban planning activities as needed.
- Assists and provides information to Chief and Council on land and land use issues.
- Where appropriate facilitates processing of estates and communication with AANDC about land estates.
- Approves all documentation as to form under the Land Code prior to registration.
- Monitors compliance with contractual terms, including construction, environmental



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requirements, rent collection, default and cancellation of leases.

- Facilitate rent reviews for leases and permits on SFN lands and monitors collection made on behalf of the lessees.
- Facilitates compliance with environmental review requirements set out in the Land Code.
- Researches, verifies, and compiles land status reports on reserve lands for distribution to Natural Resources Canada, land surveyors, membership, clients and interested parties in order for them to determine land tenure, accessibility and feasibility of a land transaction.
- Develops and maintains effective working relationships with colleagues, the Land Management Committee, contractors, consultants, and other agencies.
- Fosters productive relationships with other external government bodies, including the City of Nanaimo, Regional District of Nanaimo, Government of BC, Government of Canada, etc.
- Works closely with the SFN Land Management Committee on Land Code and Reserve land matters.
- Oversees and monitor Lands Office expenditures in accordance with the approved budget.
- Manages and develops employees working in Lands Administration.
- Performs other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Post Secondary Degree or Diploma majoring in administration, community planning, lands and resource management or related disciplines.
- Successful completion of the Lands Management Certificate Program or equivalent completion of a similar accredited program.
- Minimum 5 years experience managing reserve lands or an equivalent combination of education, training, and experience.
- Previous experience managing finances and budgets.
- Previous experience and/ or training in project management.
- Experience working with First Nations community preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proven ability to meet deadlines, manage resources and meet reporting requirements.
- An ability to build and maintain relations with key internal and external stakeholders, including coordinating community meetings and forwarding SFN interests to external organizations.
- Ability to compose and report out on written reports, presentations, and other business requirements.
- Strong financial and budget forecasting, particularly around Capital expenditures.
- Knowledge of Land Leasing process, Estates process and Individual Land Holdings on-reserve considered an asset.
- Knowledge, respect, and understanding of Snuneymuxw culture, traditions and language.
- Familiarity with the First Nation Land Registry System or Indian Lands Registry System



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- Proficiency in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications.
- Demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- Must demonstrate strong morals and ethics.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.
- A valid Class 5 BC Driver's License and access to reliable transportation.

WILLINGNESS STATEMENTS

- Required to provide proof of your certificates and professional designations.
- Will be subject to a satisfactory reference check and criminal record check.
- Must maintain strict confidentiality in performing the duties of this position.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.
- May be required to work additional hours to meet operational needs when necessary.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: October 16 @ 4:00 PM Pacific Time



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Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide, and act on feedback

Community

Know our community and put them first

Commitment

Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities