



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:

- Familiarity with the Indian Act and its provisions for on-reserve land management and the First Nation Land Management Act.
- Executes duties and responsibilities associated with the administration of the Indian Land Registry System.
- 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.
- 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, implements a strategic sustainable vision of land usage for SFN, including capital planning process which is supported by-laws and a system of enforcement.
- Oversees registrations in the Indian 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 Indian Land Registry system changes, as required, like land allotments.



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- Facilitates processing of land transfers and land estates communicating with Indigenous Services Canada.
- Researches, verifies, and compiles land status reports on reserve lands for distribution to Canadian ministries, 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 Lands and Resources Committee, contractors, consultants, other agencies and other various stakeholders.
- Fosters productive relationships with other external government bodies, including the City of Nanaimo, Regional District of Nanaimo, Government of BC, Government of Canada, and other First Nations etc.
- Supports the Lands Department and the Rights and Title Department, as required, for interdepartmental collaboration on matters pertinent to on-reserve land management.
- Supports the development of Land Code.
- 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 National Aboriginal Land Management Association's Reserve Land Environmental Management Program or equivalent completion of a similar program.
- Minimum 5 years experience managing reserve lands or an equivalent combination of education, training, and experience.
- 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
- Proficiency in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications.



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- 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: February 3, 2025 at 11:59PM PST

Snuneymuxw Standards

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

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| 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 Commitment | Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises |



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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