



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## **JOB POSTING**

### **Referrals Clerk**

Full-time, Permanent

Wage: \$23 - \$26.50 per hour

## **JOB SUMMARY**

Under the direction of the Lands Director, the Referrals Clerk is primarily responsible for the administration of the Initiation Phase of Snuneymuxw First Nation's Referral Management Policy (the "Policy") and supports the Lands Director to make determinations of adverse impacts to Snuneymuxw's Title & Rights from referrals.

## **DUTIES & RESPONSIBILITIES**

As the Referrals Clerk, you will be responsible for the following duties:

- Positively represent Snuneymuxw First Nation to Snuneymuxw citizens, proponents, stakeholders, government, regulators and others.
- Implementation of Initiation Phase of the Policy including correspondence with potential Applicants, stakeholders, contractors, proponents, government representatives or others, and inform upon the Policy process.
- Active maintenance of the referral processes pursuant to the Policy to ensure timelines and milestones are achieved for each referral file, including administration of a tracking system and support execution of all phases under the Policy.
- Drafting and issuing Initiation Phase correspondence to the Applicant.
- To perform record management activities such as file creation and maintenance and clerical duties relating to record management.
- Conduct research regarding referrals and work closely with SFN staff and contractors to analyze impacts.
- Assisting to prepare reports to other SFN Departments, the Executive Officers and Chief and Council about the status of referrals and activities in SFN Territory.
- Other tasks and duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Two years' experience in referrals OR A minimum 3 years of professional experience in negotiations, natural resources, land management or similar.



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## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A strong understanding of legislation governing resources, development, environment and land-use in British Columbia.
- Knowledge of Snuneymuxw teachings and knowledge systems.
- Strong written and verbal communication skills.
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Ability to exercise good judgement, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong interpersonal skills and ability to handle conflict in a professional manner.
- Ability to work with Microsoft Office 365, specifically excel, and any other work-related software.
- Background in working with First Nations and a strong understanding of Indigenous Rights & Title.
- A commitment to on-going professional development and continuous learning.
- Valid Class 5 BC Driver's Licence.

## WILLINGNESS STATEMENTS

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

Please submit your current resume and cover letter to:

[hr@snuneymuxw.ca](mailto:hr@snuneymuxw.ca)

**Application Deadline: February 4, 2025 at 11:59PM PST**



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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.

<b>Achievement</b>	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
<b>Collaboration</b>	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
<b>Community Commitment</b>	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
<b>Integrity</b>	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
<b>Innovation</b>	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities