



JOB POSTING

Lands and Natural Resources Clerk

Part-Time (12-month contract)

(Monday – Wednesday/ Tuesday – Thursday)

Starting Hourly Rate: \$23.50

JOB SUMMARY

Under the direction of the Lands Director, the Lands and Natural Resources Clerk is responsible for providing day-to-day administrative and clerical support to the Lands and Natural Resources Department. This position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Lands and Natural Resources Department.

DUTIES AND RESPONSIBILITIES

- Performs general clerical duties including organizing, filing, shredding and photocopying documents etc.
- Records and distributes the receipt of all registered documents to locates and lessees.
- Maintains and enhances the Lands and Natural Resources Department filing system and databases.
- Oversees office supply and consumable inventory, including ordering, organizing and monitoring inventory levels.
- Responds to in-person, phone, and email inquiries, providing information in accordance with the Privacy Act.
- Assists with the provisioning of information and materials as requested by lawyers or outside agencies such as parcel abstracts, lease payments owing etc.
- Assists with research and preparation of information materials, such as electronic data (Internet) for projects and special assignments.
- Supports event coordination and prepares communications to SFN members to strengthen community relationships.
- Assists with budget planning and reporting, including reconciling purchases and general
- Organizes travel arrangements, course/conference registrations for Lands and Natural Resource department employees when required.
- Provides support to relevant committees; recording and transcribing minutes, preparing agenda packages, and arranging logistics of meetings
- Coordinates community member signatures of documents such as land transfer agreements, statutory declarations, easements, rights-of-way etc.
- Performs other related tasks and duties as required.

REPORTING AND APPROVAL

- Reports to the Lands Director and Senior Director of Lands and Natural Resources.



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- Must request approval from Lands Director or Senior Director of Lands and Natural Resources before implementing changes, approving purchases, requesting leave etc.
- This position has no direct reports.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Post Secondary degree/certificate/diploma in Office or Business Administration or a combination of equivalent education and work experience.
- Minimum of three (3) years experience in business and/or office administration roles.
- Previous experience in a First Nation office or local government environment considered an asset.
- Enrollment or completion of the Reserve Land and Environment Management Program Certification Program is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- Proficient with use of Office software such as Word, Excel, and other reporting resources.
- Knowledge, respect, and understanding of Snuneymuxw culture, traditions, and language.
- Experience preparing meeting agendas, minutes, letters, and memos accurately.
- Demonstrated knowledge and ability to analyze and interpret land contract law, departmental budgets, and records management programs.

ADDITIONAL REQUIREMENTS

- Ability to learn and operate the Indigenous Services Canada (ISC) land registry system to conduct encumbrance checks, certificate of possession inquiries and lands related background provision.
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
- Must be able to obtain and maintain a Criminal Records Check.
- 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.
- May be required to work additional hours to meet operational needs when necessary.

Please email your current resume and cover letter to:

HR@snuneymuxw.ca

Application Deadline: January 16, 2026



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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 Commitment	Know our community and put them first 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.