



ADAMS LAKE INDIAN BAND JOB POSTING

Assistant Title & Rights Coordinator

Reporting to and under the general direction of the Title and Rights Coordinator, the Assistant Title & Rights Coordinator is responsible for administrative duties regarding Title & Rights, as it pertains to the Adams Lake Indian Band.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Assists in the maintenance of records of all information regarding the Adams Lake Indian Band Title & Rights, Governance, Culture, Referrals, and any Special Projects.
- Conducts research and provides information on all Title & Rights litigation proceedings.
- Develops information documents/packages for the Title and Rights Coordinator and Adams Lake Indian Band staff on Title & Rights issues.
- Assists in the protection, preservation, research, and articulation of Adams Lake Indian Band interests regarding archaeological, anthropological, and environmental issues.
- Initiates and represents the Adams Lake Indian Band on the development and revision of the existing Referral process and in turn responsible for maintaining all Referral records.
- Assists in the collection, documentation and maintenance of the Adams Lake Indian Band cultural heritage records and information system.
- Ability to collect information from other museums and archives;
- Assist with database entry of all collected and existing cultural information;
- Creates, maintains and updates cultural heritage filing system;
- Fields inquiries and provides information in a professional manner and within layman terms as required;
- Attends negotiation tables as required to represent the Bands interests;
- Performs other related duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Post-secondary education is required, a degree in a relevant field is required.
- Minimum of 3 years' experience dealing with First Nation's Title & Rights and knowledge and experience in a First Nations environment
- Possess strong computer skills using MS Word, Excel and Power Point
- Good presentation skills
- Good verbal and written communication skills
- Excellent analytical and organizational skills to achieve desired results
- Strong interpersonal skills and confidentiality in dealing with a variety of people and information
- Reliability and dependability
- Self-motivated and an ability to work independently

OTHER REQUIREMENTS

- Class 5 Drivers License
- Reliable transportation with business insurance coverage
- Current and acceptable Criminal Record Check

Interested applicants please direct resumes, cover letter and 3 employment references to:

Bonnie Thomas, Interim Human Resources Manager
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

Deadline for applications: Posting will remain open until a suitable candidate is found.