



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY - Administrative Assistant (Lands and Resources) (Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the *tuk^waaʔath* (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our *haaḥuuḥi* (traditional territory).

Toquaht envisions a healthy community where *masčim* (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our teachings:

- *hišukma čawaak* – Everything is one
- *qwaaʔaλin čawaak* – How we are one
- *ʔuuʔatuk* – Taking care of one another
- *ʔiisaak* – Highest respect

Position Summary

The Administrative Assistant position reports to the Manager of Lands and Resources and is responsible for providing support for the planning and administration of designated Lands and Resources programs and records required to ensure the sustainable and prosperous development of the Nation's lands, resources, and community.

The Administrative Assistant will support the Lands and Resources Department in responding to forestry and natural resource engagements, including researching, assessing and reporting on impacts, responding to referrals, and filing referrals and their associated responses. This position is also responsible for the records management and data collection of the Lands and Resources department (both historical and current day records), including maps, surveys, legal records, books, artifacts, etc. This position assists the department with administration and records management of community land use plans and records, including zoning, regulations, surveys, maps, registrations and other legal records filings. This position assists the Manager of Lands and Resources with the administration and implementation of land-use and environmental protection objectives that are relevant to the sustainability of the Toquaht Nation's lands, forests, marine and fish and wildlife resources.

Main Areas of Responsibility

Provide administrative support for the research, analysis and maintenance of Lands and Resources records, data collection, engagements systems and environmental protection agendas including:

- Supports the administration of the Nation's forestry and natural resource engagements and the upkeep of community and land management plans.
- Completes assigned research, analysis and reporting.



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- Assists with the research and records management of a diverse range of land, natural resource and other cultural and heritage matters.
- Provides land use planning support for the coordination and administration of the engagements, evaluations and records involved with developing, zoning and use of Treaty Settlement Lands, and maintaining the various graphical and mapping databases that comprise the Nation's official records for land, resources and community plans.
- Collects and maintains data and documents relevant for Land Titles Registry files and coordinate requirements for mapping and surveying for Community Land use.
- Collects and maintains data and documents relevant to Toquaht Nation interests on both treaty settlement lands and broader Toquaht Territory.
- Provides technological support and coordinates the upkeep of various graphical and mapping databases that comprise the Nation's official records for Lands and Resources, and community plans.
- Supports funding applications, coordination with contractors, software set up and upgrade and gear maintenance.
- Supports senior staff on designated committees where required

Qualifications and Experience

- Grade 12 equivalence, with post-secondary certificates or other training related to Community and Regional Planning, Land and Natural Resource Management, Environmental Protection, Forestry, Fish and Wildlife, Land Mapping, Surveying Community or Government Administration.
- 2 years of relevant work with administering land use referrals, records, documentation, permits in a First Nation community environment or a combination of education and work experience.

Knowledge and Abilities

- Knowledge of Toquaht Nation vision, mission, and governance structure.
- Knowledge of the Maa-nulth Treaty.
- Familiarity with the culture and activities supporting Toquaht masčim.
- Knowledgeable of the processes associated with Treaty Settlement Lands
- An aptitude to conduct detailed and observant research of maps, charts, titles, registries, etc.
- Knowledge of GIS Mapping.
- High level of competency with use of computers and experience with database systems, Microsoft office suite, adobe suite
- Good communication skills; able to effectively and clearly communicate detailed information.
- Good time management skills; able to independently plan, coordinate and follow up a variety of Lands, and Resources program needs and schedules.
- Well-developed writing skills; capable of preparing detailed reports.



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Operational Requirements

- Must complete a satisfactory Criminal Records Check.
- Valid Class 5 BC Driver's License
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Ability to administer confidential matters with integrity and professionalism.
- Complies with Toquaht Nation Government Office policies and procedures, including Human Resource Policies and Health & Safety regulations.
- Displays initiative in developing and maintaining the skills required to meet and exceed job requirements.
- Develops professional relationships and contributes to a team approach.
- Develops and maintains effective working relationships with all Toquaht employees.
- Office work requires detailed attention and interpretation of maps, surveys and other official documents and records.
- The scope of administrative support responsibilities is diverse and will require the ability to prioritize work.
- This position is based in Ucluelet and works primarily in an office environment; however, it may require time to be out in the field in various weather conditions.

What We Offer

Toquaht Nation Government is pleased to offer a generous compensation package which includes:

- Salary range of \$64,123.59 to \$72,674.35/year based on 37.5 hrs/wk
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Professional Development opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Persons of Indigenous background will be given preference. S16(1) CHRA

This position is open until filled.