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| **W̱SÁNEĆ Leadership Council** |  |
| **Position:** GIS/Planning Coordinator |
| **Date Posted:** October 22, 2020 |
| **Due Date: November 6, 2020** |
| **Application Details:** Please send resume and cover letter to Gord Elliott, Director of Operations ([gord.elliott@wsanec.com](mailto:gord.elliott@wsanec.com)) by due date  **Compensation and duration:** Part time position, up to 21 hours /week @$25/hr, with the possibility to lead to full time work dependent upon funding. 1 yearcontract with possibility of renewal (Nov, 2020 – Nov 2021) |

**JOB DESCRIPTION**

As an organization focused on self-determination, the W̱SÁNEĆ Leadership Council works to enhance recognition of, and respect for, W̱SÁNEĆ Douglas Treaty rights and W̱SÁNEĆ Aboriginal rights and title on behalf of Tsartlip First Nation, Tsawout First Nation, and Tseycum First Nation. To do so, the WLC is currently pursuing a more active role in the management of the marine environment and part of this work is to develop a Marine and Land Use plan for the W̱SÁNEĆ territory. We are currently seeking a GIS/Planning Coordinator to support the WLC Marine Use Planner in development of this plan.

The GIS/Planning Coordinator will participate as a member of the W̱SÁNEC Leadership Council

Staff and will help support the planning process in two ways: 1) as a key leader taking on responsibility to work on creating and maintaining GIS data and supporting documents related to community planning and the WLC Marine and Land use plan. Major duties include the management and maintenance of spatial datasets, data and spatial analysis, information transformation and consolidation, map development and reporting. The GIS planning coordinator will also help support WLC planning staff in coordinating activities for community engagement, such as note taking, set up/clean up, coordination of engagement events and activities, co-facilitating engagement sessions and other related planning support duties as they arise. Preference will be given to W̱SÁNEC community members.

The successful candidate will need to be self-directed, analytical, also have a keen willingness to learn on the job. The successful candidate must be able to work efficiently in an environment with competing priorities and be adaptable and flexible to changing priorities.

**DUTIES**

* Be willing to take on training at the Indigenous planning workshop November 16 – 18, 2020 Online as well as receive training ongoing from WLC staff and consultants to continuously increase capacity and skills to work with ArcGIS tools for mapping.
* Prepare thematic maps and carry our spatial analysis with various ArcGIS data for the WLC Marine and Land Use plan engagement process.
* Computer entry, organization, management and analysis of spatial data sets for ecological data, Traditional use data, and other related data layers for the marine and land environment in the W̱SÁNEĆ territory.
* Occasionally assist with ecological field investigations supporting WLC staff and others as needed
* Establish and maintain courteous, tactful, diplomatic working relationships with other WLC employees, leaders and the community members at large, acting as one of the contacts for community planning.
* Ability to effectively communicate (both orally and written) complex concepts into smaller, more bite size messages that are easy for community members of all ages to understand. This includes supporting the preparation of briefing notes for the WLC.
* Deliver presentations and support community planning by carrying out public speaking as needed
* Basic computer skills in Microsoft office. (Word, Excel, PowerPoint, email, etc.)
* Other duties as assigned.

**JOB REQUIREMENTS**

* High School Diploma Certificate or equivalent.
* Three (3) year degree in Geographic Information Systems, Geography, Computer Science or equivalent is an asset but not necessary. Must be willing to learn on the job;
* Some experience working for Indigenous communities and an understanding of the complex issues that impact the everyday lives of indigenous communities.
* Limited experience in community engagement and community planning, with a willingness to learn on the job.

**Skills, Abilities, Work Demands**

* Demonstrated ability to manage multiple tasks with changing priorities and present information in a clear and concise manner;
* Limited knowledge of digitization and metadata standards specific to GIS data and/or the willingness to learn;
* Excellent oral and written communication skills;
* Effective interpersonal skills;
* Willingness to develop strong cartographic skills;
* Ability to manage projects and implement workplans, or the willingness to learn.
* Ability to connect positively with others in the community.
* Ability to handle conflict using sound judgement, accept opposing points of views and at times accept criticism in a healthy way.
* Able to manage time and ask for help when needed.