

W̱SÁNEĆ Leadership Council Job Opportunity

Job Description: Referrals Manager

Date Posted: August 9, 2021

*****UPDATED ON SEPTEMBER 14, 2021*****

Due Date: October 11, 2021

Application Details: Please send resume and cover letter to Gord Elliott, Director of Operations (gord.elliott@wsanec.com) by due date



JOB DESCRIPTION

As an organization focused on self-determination, the W̱SÁNEĆ Leadership Council (WLC) 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. The WLC is currently working to establish a Referrals Office to help coordinate W̱SÁNEĆ responses to proponents and governments when works occur in W̱SÁNEĆ Territory. While the Referrals Office will need to draw on a number of disciplines to ensure projects are adequately reviewed, the W̱SÁNEĆ Referrals Office will have a special focus on archaeology and the protection of W̱SÁNEĆ Cultural Heritage. The long-term goal of this position is to create a W̱SÁNEĆ archaeological firm that employs W̱SÁNEĆ Cultural Workers.

The Referrals Manager will establish, manage, provide direction for and oversee the establishment of the Referrals Office. This will include the oversight of contractors and W̱SÁNEĆ Cultural Workers; the creation of policies, project budgets and workplans, and funding proposals; the facilitation of community engagement sessions; and, the management of databases, permits, and assets.

Oversight of Contractors and W̱SÁNEĆ Cultural Workers The Referrals Manager will be required to hire, schedule, and pursue training opportunities for W̱SÁNEĆ Cultural Workers and other relevant contractors. The Referrals Manager will need to be sensitive to W̱SÁNEĆ cultural practices and will need to establish relationships with archaeological firms and W̱SÁNEĆ Cultural Workers toward the eventual goal of creating a W̱SÁNEĆ archaeological firm.

Creation of Policies, Project Budgets and Workplans, and Funding Proposals: While the WLC has a high-level workplan for this program, additional detail is required and will be the responsibility of the Referrals Manager. The Referrals Manager will develop workplans, in collaboration with W̱SÁNEĆ technicians and the broader W̱SÁNEĆ community, that align with W̱SÁNEĆ interests and Traditional Knowledge. These workplans will need to be linked to specific actionable goals with achievable timelines that fit within the program's budget. The Referrals Manager will be responsible for this budget, Management of the budget will include reporting, expenditure tracking, and other administrative tasks. Further, the Referrals Manager will be required to create the policies and processes that the Referrals Office will operate under. This include establishing effective communications and processes for transparency with staff and leadership at Tsartlip,

Tsawout, and Tseycum First Nations. Lastly, the Referrals Manager will be required to apply for additional funding opportunities to improve the Referrals Office and explore partnership opportunities to move toward the long-term goal of establishing a W̱SÁNEĆ archaeological firm.

Facilitation of Community Engagement Sessions: The Referrals Manager, will be required to facilitate meetings with W̱SÁNEĆ technicians, the broader W̱SÁNEĆ community, subject matter experts, and other stakeholders/partners to ensure the Referral Office is effective and aligns with W̱SÁNEĆ interests and Traditional Knowledge. To inform these community engagement sessions and ensure W̱SÁNEĆ interests are achieved, the Referrals Manager will need to conduct research on relevant legislation, policies, and programs, the progress of other First Nations in other jurisdictions, information related to W̱SÁNEĆ history and culture, the work of other government agencies, and other matters.

The successful candidate will need to be self-directed, analytical, meticulous, and able to work efficiently in an environment with competing priorities. The successful candidate will work full-time from the WLC office in Brentwood Bay, with work-from-home exceptions due to COVID-19 as needed. However, due to the nature of the work, the successful candidate may need to work on site. As a result, the successful candidate must be able to work outside in the adverse weather conditions and geography of the region. Preference will be given to Indigenous peoples. Salary is \$80,000 per year.

DUTIES

- Creating and managing project workplans and budgets to achieve goals established by W̱SÁNEĆ Leadership Council in collaboration with W̱SÁNEĆ technicians and community engagement
- Contracting W̱SÁNEĆ Cultural Workers and other independent contractors, and managing their schedules and activities
- Working with staff and leadership at W̱SÁNEĆ First Nations to create and implement policies and procedures related to W̱SÁNEĆ referrals in line with the program's goals
- Managing assets and ensuring that they are properly maintained
- Facilitating discussions with W̱SÁNEĆ technicians, broader W̱SÁNEĆ community, subject matter experts, and stakeholders/partners
- Providing reports, presentations, and recommendations to W̱SÁNEĆ Leadership Council and W̱SÁNEĆ community
- Engaging with external organizations, W̱SÁNEĆ First Nations, and W̱SÁNEĆ community members to facilitate information exchange and implement W̱SÁNEĆ Leadership Council decisions
- Managing a GIS database of W̱SÁNEĆ Traditional Knowledge, Traditional Use, and Cultural Heritage Data
- Applying for alternative funding opportunities to support increased connectivity between W̱SÁNEĆ First Nations and more robust responses to referrals
- Working toward the creation of a broader W̱SÁNEĆ archaeological firm, including through the exploration of partnership opportunities

JOB REQUIREMENTS

- Bachelor's Degree in relevant field (e.g. Archaeology, Anthropology, Public Administration, Indigenous Studies, Sciences, etc.), or equivalent combination of education, training, and experience;
- Three (3) years of progressive experience supervising staff, managing projects, conducting independent research, engaging with external organizations, facilitating discussions, creating workplans, and managing budgets. Preference will be given to those who have worked closely with Indigenous communities;
- Class 5 BC Driver's licence;
- Preference will be given to candidates with familiarity of the *Heritage Conservation Act*, Northwest Coast archaeology and prehistory, demonstrated skills and experience in professional Cultural Resource Management report writing and mapping, and Level 1 First Aid; and,
- Knowledge of Aboriginal rights, Douglas Treaty rights, and W̱SÁNEĆ culture will be considered assets.