



## Community Navigator Employment Opportunity Lands Department – full time fixed term

The Ditidaht First Nation (DFN), is pleased to offer an employment opportunity for the full-time fixed term **Community Navigator** position within the Lands Department available immediately until March 31, 2023.

This new position will act as a liaison between the DFN members and the external Consultants by understanding and communicating Land Use Planning (LUP) issues or considerations related to the cultural values and traditions in the DFN community. The position collaborates with all parties on how to improve the process of community and land use planning.

The **Community Navigator** will work on the following projects: the land use plan; and the environmentally sensitive area phase 2 work.

The **Community Navigator** will work out of their home-based office and will work out of the Lands Department office as required.

### DUTIES AND RESPONSIBILITIES

- Acts as the community Land Use Planning champion;
- Leads the community engagement process and LUP program and spreads awareness of planning principles within the community through activities such as community meetings, developing surveys and communication tools, and conducting interviews;
- Works in consultation with the Manager and Consultants to develop the community LUP program and policy;
- Connects with members of all ages to uncover community LUP opportunities and ideas;
- Prepares, updates and maintains community communication sources such as website, Facebook and other communication tools that permit the community to become familiar with the community goals and to monitor the progress being made in the community LUP over time;
- Develops and delivers educational initiatives on LUP through monthly community meetings and events; Organizes and coordinate community meetings and activities;
- Prepares regular progress / monthly reports to the Manager and Consultants; prepares and submits regular activity and narrative reports and statistics to appropriate agencies and the community;
- Serves as the DFN's Land Use expert and sits on committees, working groups, attends meetings, field's telephone calls and emails, and represents the DFN to various stakeholders
- Researches and applies for funding;
- Creates and maintains electronic and hard file systems;
- Gathers researches and edits material for internal and external audiences;
- Develops, distributes and maintains accurate meeting minutes and records of decisions, when requested;

Qualified applicants are invited to email their resume and cover letter (including salary expectations) to Monty Horton, Lands Administration Consultant at [landsmanager@ditidaht.ca](mailto:landsmanager@ditidaht.ca) no later than 4:00PM on Friday, July 23, 2021.

For further information about this position please contact Monty Horton at 250-745-3333.

Preference will be given to persons of Indigenous ancestry.

*The **Community Navigator** is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.*

**Thank you for your interest in this position, only those short listed will be contacted further.**