



Lands Officer Trainee Employment Opportunity

The Ditidaht First Nation, located on south western Vancouver Island, on Nitinat Lake, is pleased to offer a training, developmental and capacity building employment opportunity for the **Lands Officer Trainee** position, working under the mentorship of the Lands Manager.

The Lands Officer Trainee will ensure the effective and efficient administration of all facets of the Lands department and issues relating to lands management for DFN and its' surrounding territories. The position is also responsible for processing and registering lands instruments such as administrative estate transfers, amendments, allotments, Band Council Resolution's pertaining to instruments, death certificates, discharges, leases, licences/permits, mortgages, right of way/easements. A full training program will be provided.

The **Lands Officer Trainee** will work out of the Lands Department office.

Qualified applicants are invited to email their resumes, cover letter (including salary expectations) to Monty Horton, Lands Manager at landsmanager@ditidaht.ca . This posting is open until the position is filled.

For further information about the Ditidaht First Nation please go to www.nitinaht.com and for information about this position please contact Monty Horton, Lands Manager at 250-745-3333

Preference will be given to persons of Indigenous ancestry.

Education and Experience

- Grade 12 graduation or GED; and
- 1 year of office support experience working with a First Nation organization; and
- 2 years of current experience in one or more of the following areas of study environmental studies, natural resources, land and resource management; or
- An equivalent combination of related education, training and experience;
- Certificate from the Professional Land Management Certification Program an asset;
- Degree or diploma in a discipline such as environmental studies, natural resources, land and resource management an asset;
- 1 years' experience implementing policy, and participating with community consultation or facilitation processes an asset;
- Experience maintaining records, filing systems and correspondence tracking;
- Experience in keyboarding, word processing, excel spreadsheets and other standard computer applications;
- Experience drafting correspondence independently and from written and verbal instructions;
- Experience recording and transcribing meeting minutes an asset
- Experience managing, and controlling operating budgets an asset;
- Valid Class 5 driver's licence and reliable vehicle plus a clean driver's abstract is required and appropriate insurance;
- Clean criminal record check required.

*The **Lands Officer Trainee** 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.