



## Employment Opportunity **REFERRALS COORDINATOR**



Reference No. LSG-ADM-REFCO-1021

**PURPOSE:** Reporting to the Lead Referrals Coordinator, the Referrals Coordinator is responsible for receiving, triaging, researching, coordinating, responding and data entering all outside agency and private referrals involving projects and initiatives in the Quw'utsun territory (including marine territory) that may lead to unacceptable impacts to Cowichan Tribes and its members. This position is a full time term position and will be required to work remotely, in the office, as well as moderate local travel.

### **RESPONSIBILITIES:**

#### **Manage Incoming Referrals and Environmental Inquiries**

- Enter referral information into tracking database
- Assess referral for potential impacts to Cowichan Tribes' Rights and Title, and for potential environmental, cultural or socio-economic impacts, and assign a priority for response
- Develop a response letter to the referral, involving political, legal, environmental, and community perspectives
- Coordinate site visits to referral location(s), complete environmental assessments to determine impact of proposed actions, and develop recommendations to decrease level of impact
- Meet with Elders and community knowledge holders as required to gather relevant information to inform referral responses
- Participate in community engagement meetings and events
- Other related duties as required

#### **Provide Technical Support to the Program**

- Participate in a variety of internal and external committees and working groups as directed by the Lead Referrals Coordinator
- Support the Cowichan Tribes' Treaty Committee and/or the Quw'utsun Tumuhw Committee with meeting details, such as preparing and seeking approval for agenda item requests, attending meetings, making presentations at committee meetings, and implementing committee recommendations
- Confer with Chief and Council as required
- Manage and organize electronic and physical documents
- Attend department staff meetings
- Provide input for Lulumexun department staff members and other Cowichan Tribes' staff as required
- Prepare invoices for services provided to the provincial, federal and other levels of government or outside agencies
- Prepare funding proposals to support program initiatives
- Prepare reporting documents for secured funding grants
- Receive and respond to community complaints and concerns
- Other related duties as required

### **EDUCATION AND EXPERIENCE: *(please attach all required documents)***

- Bachelor's Degree in Environmental Sciences, Political Science, First Nations Studies, Governance, and/or Geography or the equivalent coursework in a related specialized field is required
- Completion and/or courses in legal training is considered an asset
- Completion and/or course in conflict management is considered an asset
- Minimum 2 years' referrals experience preferred
- Experience working in a First Nations community is essential, and a willingness to learn about culture, history, and traditions of Quw'utsun people
- Valid BC Class 5 Driver's License and reliable vehicle
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. *All individuals must show Proof of Vaccination as a mandatory condition of their employment.*

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of Cowichan Tribes' departments, committee processes and programs
- Extensive knowledge of federal, provincial and local government regulations, including familiarity with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Calls to Action of the Truth and Reconciliation Commission (TRC), Section 35 of the Constitution Act, and the Provincial Declaration on the Rights of Indigenous Peoples Act (DRIPA)
- Extensive knowledge of the Cowichan Valley, the Quw'utsun territory and the related environmental issues
- Proficiency in a variety of computer programs, including Microsoft Office, IMAP, and GEOBC
- Proven well-developed written and oral communications skills
- Strong interpersonal skills and ability to work in a team setting
- Competent organizational skills with a strong attention to detail
- Demonstrated time management skills with the ability to multi-task

**HOW TO APPLY:** *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.*

**Reference No. LSG-ADM-REFCO-1021**

Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

**Deadline: 4:00 p.m. on Friday, November 12, 2021**

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. We thank all applicants in advance but only shortlisted candidates will be contacted.*