



## Referrals Manager

The Kwikwetlem First Nation (KFN), located in Coquitlam, BC, are proud hə́n ǵ əmíń əm -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. KFN is committed to economic development to promote the self-determination and long-term growth of the Nation.

We are looking for an experienced Referrals Manager to support various planning and consultation activities of our busy Lands and Resources Department. The Referrals Manager offers support for all project management aspects of ongoing consultation and negotiation activities, as well as enhancing the referrals management system capabilities, including referral review and environmental review of all large resource projects in the Nation's Territory. This role will also include supporting the Nation's various claims and community planning initiatives, including Comprehensive Community Planning and Land Use Planning. The Referrals Manager will spend a significant amount of time relationship building, managing staff and consultants and negotiating with various proponents.

### Job Description

- Must have project management skills and experience with regarding to large complex referrals;
- Overseeing and writing proposals, reports, briefing notes and communications for clients and partners, as well as internally for the KFN;
- Using best practices to manage and mentor Lands and Resources staff thereby ensuring quality of work and internal capacity building;
- Writing consultation/engagement letters in response to referrals and permit applications;
- Supporting documentation process for consultation and engagement activities;
- Enhancing and development client relations across all areas of the KFN practice areas;
- Contributing skills and expertise to a variety of projects, working within time and budget constraints;
- Managing and coaching team members with regard to internal, consulting and communications work as assigned; Working to ensure project time and expense are accurately tracked, involved and collected;
- Ongoing communication and the coordination and attending technical meetings with multiple proponents on behalf of the KFN;
- Coordinating the negotiations of agreements and capacity funding with proponents on behalf of the KFN;
- Coordinating research regarding referral and permit requests, and working managing and coaching the KFN staff and advisors to analyze impacts and track, review and respond to referrals, permitting requests and projects;
- Coordinate research regarding referral and permit requests, and working closely with KFN staff and advisors to analyze impacts and track, review and respond to referrals, permitting requests and projects;

- Communicating feedback, challenges and/or methods of improvement in the KFN/client practices
- Other related projects and duties that may arise from time to time.

### **Knowledge, Skills and Abilities**

- Project management skills and experience a definite requirement;
- Must have management skills and ability and willing to coach and mentor a team;
- Good to advanced level of software application skills such as MS Office – in particular, Excel spreadsheet software, and Outlook Calendar management
- Experience with Referral Management Software (such as Sto:lo Connect) a definite bonus
- Must have an extremely organized approach to work;
- Maintaining accurate and organized records both in hard copy and electronic mediums
- Developed analytical skills – translating quantitative and qualitative data into meaningful content
- Strong communication skills – writing, speaking and listening
- Strong organizational skills with the ability to prioritize and complete multiple assignments, meeting deadlines and budgets, while ensuring high quality of work in a fast-paced environment
- Self-managed individual who can work independently as well as part of a team
- Willingness to travel and work outside of regular office hours when required

### **Qualifications/Experience**

- Minimum of 5 to 8 years of professional experience in negotiations, and referrals and land management or similar field
- Minimum 5 to 8 years of experience liaising, informing and building effective relationship with proponents
- Business or public administration education or experience or a combination of education and experience will be considered
- Background in working with First Nations and strong understanding of legislation governing resource development in British Columbia would be preferred

### **Perks and Benefits**

In addition to a competitive salary, our compensation package includes a Registered Pension Plan with an employer match, wellness program initiatives, health and dental benefits, KFN sponsored social events, and professional development assistance.

If this looks like an exciting opportunity that is a good fit to your experience and career path, please check out our website at <http://www.kwikwetlem.com> and please forward to us a cover letter and resume to [diana@kwikwetlem.com](mailto:diana@kwikwetlem.com). NO TELEPHONE CALLS PLEASE.

Thank you for your interest in the KFN. Please note that only those selected for an interview will be contacted.