



Stk'emlúpsenc te Secwépemc Nation (SSN)

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

Employment Opportunity: Project Coordinator

Stk'emlúpsenc te Secwépemc Nation (SSN), comprised of Tkemlúps te Secwépemc (TteS) and Skeetchestn Indian Band (SIB), is a historical and traditional Caretaker Unit of the Secwépemc Nation. The SSN is the governing organization responsible for matters and projects within SSN territory.

The Project Coordinator is responsible for coordinating industry and government engagements and activities for various major projects within the SSN territory. This includes coordinating the implementation of industry agreements, government agreements, helping to advance SSN's traditional governance and decision-making processes, and ensuring proposed project activities are reviewed and carried out in a manner that respects the SSN's customs, traditions, laws and decision-making authority.

Key responsibilities include:

- Coordinates and facilitates meetings with industry and government representatives regarding major resource development projects (such as oil and gas, mining, energy, and other);
- Develops work plans and budgets to support industry and government engagement activities;
- Prepares and delivers informational materials and presentations on proposed or active projects;
- Develops and delivers briefing notes and recommendations to SSN Joint Council, Technical Working Group and other committees as required;
- Liaises with SSN's legal and negotiation teams in the development of response letters and correspondence regarding consultation on projects;
- Coordinates expenditures under approved project budgets;
- Liaison with other SSN, Skeetchestn and Tkemlúps te Secwépemc staff on various project plans;
- Participates in meetings and workshops as required to support project engagement and negotiations;
- Ensures SSN Title and Rights are communicated, acknowledged and upheld at all times;





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- Ability to foster strong working relationships with management, staff, community members, professional colleagues, industry representatives, and government agencies;
- Knowledge of major resource development (e.g. oil and gas, hydroelectricity, mining) operations and applicable Federal and Provincial legislation, with an understanding of how these impact Aboriginal interests including Title and Rights.
- Ability to communicate and uphold Aboriginal interests to industry and government;
- Excellent interpersonal, presentation and communication skills (written and verbal);

Qualifications:

- University degree with a concentration in a related field (social sciences, environmental science, resource management, indigenous studies, law) or equivalent combination of education and/or training;
- A minimum of three (3) years' work experience in a related role;
- Demonstrated proficiency in MS Office including Outlook, Teams, Excel, PowerPoint, SharePoint and Word;
- Experienced in coordinating and facilitating multi-stakeholder meetings, workshops and projects;
- Demonstrated knowledge of major resource development (e.g. oil and gas, hydroelectricity, mining) operations and applicable Federal and Provincial legislation, with an understanding of how these impact Aboriginal interests including Title and Rights; and
- Demonstrated ability to foster strong working relationships with management, staff, community members, professional colleagues, industry representatives, and government agencies;

Other Requirements Include:

- Valid driver's licence and clean driver's abstract;
- Ability to navigate and work in remote locations, as needed; and
- Ability to work flexible hours (i.e., short-notice or extended hours).

What We Offer Our Employees:

In exchange for your hard work and dedication, you will receive a highly competitive salary of





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\$65,929 to \$85,708, negotiable dependent on experience, along with a great host of benefits, including:

- 2 weeks of vacation to start;
- Extended health, dental and vision;
- 5.5% Registered Pension Plan (RPP) matching and Life insurance; and
- 2 weeks paid vacation at Christmas time.

Additional Information:

- Hours of Work: Full-time; Normal day shift – 7 hours. (Non-normal shifts may be required);
- Physical work location is currently following a hybrid-model and will change in the future as a return-to-office plan is implemented. Currently, the expectation is to work from home and be available to work in both SSN offices (1030 Trans-Canada Highway, Skeetchestn, BC / 334 Chief Alex Thomas Way, Kamloops) on an as-needed basis; and
- The successful applicant must reside in Kamloops or surrounding area.

Application Deadline: April 25, 2025 or until filled
Submit cover letter and resume to the attention of:

Jordann Hazelwood
Stk'emlúpsəmc te Secwépəmc Nation
334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Email: careers@stkemlupsemc.ca

SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.

