



EMPLOYMENT OPPORTUNITY

CROWN ENGAGEMENT REFERRALS OFFICER

DEADLINE: THURSDAY, NOVEMBER 2, 2017 at 12:00 p.m.

Our **Crown Engagement Referrals Officer** is an important part of the consultation process for Lake Babine Nation ("LBN"). The **Referrals Officer** will organize and respond to government and third party requests for information regarding Lake Babine Nation interests, rights and title within Lake Babine Nation Traditional Territory.

JOB DUTIES:

- Receive and review referrals for LBN.
- Inform LBN Council about referrals and seeking their input on referrals as needed.
- Retain experts as needed.
- Developing LBN's response to referrals
- Coordinating engagement between LBN and Province in response to referrals through a Collaborative Decision Making Process.

REQUIREMENTS:

- High school diploma, combined with Natural Resources certification and / or experience
- Effective verbal and written communication skills
- Excellent computer & office equipment skills
- Understanding of Information Management
- Knowledgeable of Lake Babine Nation Traditional Territory
- Teamwork orientation
- Organized and able to manage competing priorities
- Good judgment and decision-making
- Resourcefulness in problem solving
- Able to take and follow through with delegated tasks and accountability
- Cartography, considered an asset

SEND COVER LETTER AND RESUME TO:
BEATRICE MACDONALD, HUMAN RESOURCES
P.O. Box 879, Burns Lake, B.C., V0J 1E0
Fax: 250-692-4790
Email: beatrice.macdonald@lakebabne.com

Only those short-listed will be contacted for an interview.