



S.A.Y. Lands Office

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner which promotes safety, environmental protection, and sustainability. Our employees enjoy the ability to be a part of a positive environment of communities with strong leaders and committed community members.

Lands Clerk

FULL-TIME (April 1, 2018-March 31, 2019) \$17.00/hr (Group 4)

Under the direction of the General Manager/SAY Lands Manager, the Lands Clerk will support the lands office specifically related to administration for our communities of Skowkale, Aitchelitz, Yakweakwioose and Kwaw Kwaw Apilt. Key responsibilities include:

- Filing, photocopying, phone calls and other clerical duties related to lands management
- All aspects of meeting coordination for Lands Advisory Committee meetings
- Lands document registration into the First Nations Lands Registry System
- Compilation and delivery of correspondence
- Intake officer for all lands office applications and permits
- Taking/typing up meeting notes
- Other activities as directed by the SAY Lands Manager and/or Chief and Council

Successful candidates will have/be:

- Experience working with First Nations communities or equivalent experience
- Good oral and written skills
- Ability to work as a team member
- Good organizational skills and initiative
- Good computing skills, including ability to use Microsoft Office application software
- Knowledge of office administration, or willing to learn
- Class 5 Driver's license is an asset
- Reliable transportation
- A valid Social Insurance Number (SIN) card

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com by **March 23, 2018 at 4:00 p.m.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a police information check (if applicable).