



Xeni Gwet'in First Nations Government
PO Box 98, 3052 Nemiah Valley Rd, Nemiah Valley BC, V0L 1X0

Job Description - Nenqay Manager

Job Title: Nenqay Manager

Type: Full Time (72 hours per bi-weekly pay period)

Salary range: \$25.00-\$38.00 / hour

Overall responsibilities: The Nenqay Manager is responsible for overseeing the Nenqay department to ensure daily operations continue to run seamlessly and capacity is being built. This includes project management, staff management, budget tracking, and delivering engagement objectives. The Nenqay Manager will specifically focus on supporting the Implementation of the Nenqay Use Plan, executing the department-wide Nenqay Strategic Plan, delivering on additional project timelines, grant writing and budgets as prioritized, as well as assisting the director in their position as needed.

Supervision: This position reports to the Nenqay Director.

Duties & Responsibilities:

- Manage and support in supervision of the Nenqay department staff
- Track budgets, complete budget reporting and publish the monthly team Nenqay Newsletter
- Consult and communicate projects, direction and status to community and to leadership through General Assembly's, TTT, C & C monthly meetings, World Cafes and additional events as required
- Lead the implementation and engagement facilitation of the Watershed Strategy and the Nenqay Use Plan for the Xeni Gwet'in Caretaker Area
- Collaborate with the (TNG) Nation Nen Manager and other community Nen Coordinators as a team to share information, and support the Nation-wide land use planning initiative
- Lead or assist with proposal writing for Xeni Gwet'in Nenqay Use Planning and additional infrastructure projects as needed and identified by community
- Support in planning for community-led, Nen Law making with the support of NAG as per Implementation of Nen Ch'eh
- Develop and support in the facilitation of the departmental engagement calendar
- Manage engagement calendar integration for contractors and consultants associated with assigned projects across the department
- Provide daily management and administration for the Title Land Rangers in collaboration with TNG
- Support additional staff as required (i.e. Referrals Worker and Wildlife Contractor) alongside directive from the Nenqay Director
- Liaise with waste management funding organizations and community members to roll out the composting and recycling program in collaboration with IZWTAG and the Resource Centre
- Plan four seasonal meetings, agendas, communications and completion reports for the Nenqay Advisory Group Meetings (NAG) which provide departmental direction



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Criteria:

- Knowledge of Tsilhqot'in traditions, culture and language will be an asset but not a requirement
- Post secondary level education or higher, or equivalent
- 3 years project coordinator, event planning, project manager, or managerial experience
- High proficiency with computer literacy, budgeting, Canva, Microsoft, excel, Adobe, and Zoom
- Excellent internal and external communication skills

Work Conditions:

- Full-time position subject to passing a 3-month probationary period.
- An office and basic office equipment will be provided at the Nenqay building
- You will be scheduled for 72 hours per bi-weekly pay period. The XGFNG office hours are from 8:00am – 5:00pm from Monday to Thursday, and Friday every non-pay period week. You can make flexible work arrangements with your manager.
- Federal EI and CPP benefits, and the opportunity to receive XGFNG health benefits and pension benefits after a 3-month probationary period.
- Occasional travel to Williams Lake, other Tsilhqot'in communities or further afield may be required of the position. Travel mileage will be paid for use of one's own vehicle if a staff vehicle is unavailable.
- Occasional training will be expected in order to build land use planning and departmental capacity
- Regular work with Nenqay staff, Nation NEN planners, TN Rangers and TNG staff will be required
- Regular monthly updates to TTT and/or Council will be required

APPLY NOW

Please submit a copy of your resume and cover letter to:

By email to Loretta Williams, Lorettaw@xeni-gwetin.ca
or hand it in to the Nenqay Office

Only those invited to interview will be contacted.

Preference will be given to those of Aboriginal Ancestry - Section 16(1) Canadian Human Rights Act and youth interested in this role.