



## K'ómoks First Nation

---

3330 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250)  
339-7053

### **EMPLOYMENT OPPORTUNITY: Archaeological & Referral Coordinator Deadline: until filled.**

Status of Employment: Permanent Full-time position  
Reports to: Director of Intergovernmental Relations

K'ómoks First Nation is seeking a highly organised individual with a strong background in archaeology, and communications to become part of the Nations team in this challenging and rewarding position. Under the direction of the Director of Intergovernmental Relations, the Archaeology & Referral Coordinator will be tasked with responding to archaeological referrals, reviewing/issuing KFN archaeological permits, liaising and coordinating with all levels of government and industry, undertaking period archaeological field work, and populating, managing, and maintaining the data and referral management system, as well as coordinating referral responses, communicating with the Director and/or Chief on referrals and other related activities and initiatives as directed and delegated by the Director of Intergovernmental Relations.

The Archaeology & Referral Coordinator is responsible for certain specific and delegated job responsibilities, the purpose of which will facilitate the achievement of K'ómoks strategic plan goals and objectives through the effective and timely delivery of organizational programs and services.

#### **Key Responsibilities include:**

- Taking and directing referrals and inquiries whether by telephone, mail, email, or in-person to the Director and/or Chief, ensuring timely responses
- Maintaining the referral database, files, and correspondence
- Communicating with proponents, other governments, NGOs and consulting archaeologists and proponents to ensure compliance with the KFN Archaeology Policy
- Coordinating archaeological field work for KFN Guardians
- Periodically undertaking archaeological fieldwork
- Researching general information on referrals and preparing summaries as required
- Accepting permits requests, follow ups and ensuring KFN monitoring as required.
- Organizing and attending meetings with or on behalf of the Director
- Establishing appropriate electronic and manual filing systems, all correspondence, agreements, and related issues
- Providing support to the Director including preparation of letters, reports, briefing notes, memos, presentations etc.
- Providing direct on-site support in the Intergovernmental Relations office
- Minute taking on behalf of the Director as required.
- Other related duties as may be required from time to time.
- The success of the Nation requires cooperation and collaboration of staff across the departments to participate in common goals and activities.

**Qualifications:**

## Education/Training:

- Strong knowledge of natural resources, archaeology, environmental sciences etc.
- Strong communications skills, written and verbal, including ability to draft reports, briefing notes, minutes, letters, proposals, presentations.
- Strong analytical skills, good judgement and time management skills are essential.
- Can thrive in a dynamic, fast paced, collaborative environment.

**Asset:**

- Bachelor's Degree in a relevant discipline (natural resources, archaeology, environmental sciences etc.)

**Experience:**

- Knowledge of BC archaeology and First Nations history
- Archaeological field experience in BC required
- Knowledge and experience with traditional knowledge, mapping and information management.
- Knowledge of the Heritage Conservation Act and archaeological permitting in BC
- Basic understanding of provincial and federal regulatory processes related to resource management and the crown consultation process.
- Experience with First Nations, referrals, and the BC referrals and/or the Nanwakolas SEA process.
- Experience with web-based database applications and data entry.
- File and data management experience in establishing and maintaining a user friendly electronic referral and permitting records system
- Intermediate computer skills: MS Office (Outlook, PowerPoint, Excel, Zoom, Teams, GoogleEarth), database software, etc.
- GIS skills and familiarity with RAAD are assets
- Providing administrative support to senior management

**Other Requirements:**

- The ability to work overtime, weekends, and evenings as may be required from time to time
- Travel may be required

Application deadline is: **Until Filled.**

Three (3) work related references from direct and current supervisors is required.

**Salary is dependent on education and experience with a starting range of:**

- Starting wage range for applicant **without** a related degree = \$50,000–\$60,000
- Starting wage range for applicant **with** a related degree = \$60,000-\$70,000
- Starting wage range for applicant with degree or masters, and significant experience – \$70,000-\$90,000

Interested applicants must clearly demonstrate how they meet the qualifications identified above and note their salary expectations. Interested applicants are encouraged to submit their resume and cover letter via email, regular mail, or hand delivery to:

Jordan Templeman  
3330 Comox Road,  
Courtenay, BC  
V9M 3R5  
e-mail: [jordan.templeman@komoks.ca](mailto:jordan.templeman@komoks.ca)

We thank all interested applicants however only those selected for an interview will be contacted.