

**Team Coordinator**  
**Nexwagwez?an – Dasiqox Tribal Park Initiative**  
**12-month contract (possibility of renewal depending on performance and funding)**  
**32.5 hours/week (flexible)**  
**Williams Lake, BC, with regular travel to Yunesit'in and Xeni Gwet'in**  
**Salary: \$45,000-\$50,000, benefits available**

From Canada's big cities to its remote land, waters, and rural communities, Tides Canada provides uncommon solutions for the common good.

Our mission is to help Canadians secure a healthy environment in ways that promote social equity and economic prosperity. To tackle the complex environmental and social problems that we face in Canada today, Tides Canada provides strategy, expertise, and tools to ensure changemakers can get from vision to impact.

### Position Overview

Nexwagwez?an - Dasiqox Tribal Park Initiative (DTPI), a project on Tides Canada's shared platform, is a collaborative effort of the Tsilhqot'in communities of Xeni Gwet'in and Yunesit'in. Dasiqox Tribal Park seeks to reflect the vision, values and self-determining objectives of the two communities. DTPI supports the implementation of this vision, ensuring the Tribal Park is a place where people, land, waters, and animals can restore, heal and sustain each other.

The Team Coordinator position acts as program manager and works under the leadership of the DTPI Steering Committee, made up of Chief and Councillors from Yunesit'in Government and Xeni Gwet'in First Nations Government. They are responsible for facilitating and implementing the action plans defined by the leadership and their respective community members. The Team Coordinator is responsible for building resources and capacity to support ecosystem protection, an economy for sustainable livelihoods, and cultural revitalization. The position requires a special set of skills to administer projects and funds, build relationships and strengthen teamwork.

### Key Responsibility Areas

- Work closely with Yunesit'in and Xeni Gwet'in leadership and follows direction on implementing action plans and project activities, such as carrying out the project's vision, long-term mission, strategic plan and short-term goals
- In partnership with Tides Canada Support Team, ensuring project compliance with Tides Canada policies, guidelines, and procedures
- Prepare an annual comprehensive project budget with the help of TCI support staff, for Steering Committee approval
- Financial management including submission and monitoring of expenses and invoices, and review of financial reports
- Day-to-day operations, management, and administration of project work
- Develop and nurture positive and respectful working relationships with key stakeholders, working as a conduit between leadership, community members, relevant Tsilhqot'in and non-Tsilhqot'in government agencies, consultants, funding agencies and other external audiences
- Organize and facilitate quarterly leadership team meetings, manage minute records, agendas and briefings
- Fundraising, including preparing grant proposals and final reports, and funder stewardship.
- Manage information related to Dasiqox Tribal Park (e.g. research, reports, workplans, maps, etc.)

- Manage creation of DTPI communications/community engagement materials (e.g. print and online newsletters) as needed, and manage DTPI website and social media content across its platforms (Facebook, Twitter)
- Gain familiarity with TCI human resources guidelines, policies and practices, and advise TCI Human Resources of any personnel issues that arise. Participate in HR processes with employees and contractors as needed, in collaboration with Tides Canada HR, including supporting contract development, orientation and supervision.

**Qualifications:**Education:

- University degree in a relevant area of study preferred or equivalent experience (e.g. Indigenous studies, planning, natural resource management, environmental studies, etc). Will accept some university training, graduate degree an asset

General experience and skills:

- Experience working in a First Nations context
- Exceptional interpersonal and conflict management skills, with an ability to work well with community members and others in a respectful way
- Experience with group facilitation, community organizing and event planning, including coordinating logistics and community consultation
- Experience in non-profit program management and financial administration, including grant writing and project management
- Strong oral and written communication skills
- Self-starter who takes initiative and can work with minimal supervision, with strong time management and prioritization skills
- Willingness to learn and an ability to follow direction of Yunesit'in and Xení Gwet'in leadership

Hardware/Software Experience and Skills:

- Proficient with Microsoft Office program suite (Word, Excel and Powerpoint)
- Knowledge of Wordpress, MailChimp and social media applications (Facebook, Twitter) preferable

Vehicle and Motorized Equipment Experience:

- Class 5 Drivers License
- Use of and access to an all-wheel drive vehicle, for accessing remote locations

**Working and Living Conditions**

- Due to the nature of this role, the position should expect to work some evening and weekend hours

**How to Apply**

With “Application for Team Coordinator” in the subject line, please e-mail your resume, cover letter and 3 references to Jenna Dunsby at [info@dasiqox.org](mailto:info@dasiqox.org). Applicants will be accepted until the post is filled. **Preference will be given to those of Aboriginal Ancestry – per Section 16 (1) Canadian Human Rights Act.**

For more information about Dasiqox Tribal Park Initiative and Tides Canada Initiatives, please visit [www.dasiqox.org](http://www.dasiqox.org) & <https://tidescanada.org/projects>.

**As Dasiqox Tribal Park Initiative is a project of Tides Canada,  
the selected candidate will be an employee of Tides Canada.**

**Tides Canada is committed to creating a diverse environment and  
is proud to be an equal opportunity employer.**

**Our sincere appreciation to all those expressing interest in the position, however,  
only those applicants invited for an interview will be contacted. No recruiters please.**