



## Nadleh Whut'en Job Posting

**Position Title:** GIS Mapping Coordinator  
**Reports to:** Executive Manager and Natural Resource Advisor  
**Works with:** Lands Manager

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The Nadleh Whut'en First Nation territory is located in north central BC. It encompasses approximately 500,000 hectares (5,000 sq. kms) and includes several Indian Reserves managed by Nadleh Whut'en.

The Lands and Resources Department at Nadleh Whut'en First Nation is dedicated to stewarding and preserving the land, waters, and natural resources crucial to our community's heritage and sustainability. Through careful management and culturally informed practices, we protect our ancestral territories, fostering ecological balance and honoring traditional knowledge. Our department works collaboratively, engaging with community members, industry partners, and government entities to ensure responsible resource utilization and sustainable development. We prioritize environmental integrity, cultural preservation, and economic growth, striving to harmonize modern practices with our heritage to secure a vibrant and resilient future for generations to come.

### **Position Summary:**

The GIS Mapping Coordinator at Nadleh Whut'en is responsible for managing and utilizing geographic information system (GIS) technology to support land management, resource conservation, and planning within the Nadleh Whut'en territory.

### **Key Responsibilities:**

- Create, maintain, and update GIS databases. Ensure data accuracy and integrity.
- Produce detailed maps and conduct spatial analyses to assist in planning and decision-making processes.
- Provide training and support to staff in utilizing GIS tools and applications. Assist in integrating GIS technology across various departments.
- Work collaboratively with different departments to integrate GIS data into various resource management projects.
- Manage GIS-related projects, including timeline, resources, and deliverables. Coordinate with external contractors or consultants as needed.
- Stay updated with the latest GIS technologies and trends. Research and recommend new GIS tools and approaches for improved efficiency.
- Assist in developing policies and procedures related to GIS data management and usage within the organization.
- Prepare reports and documentation regarding GIS data, project status, and analysis results.

### **Education:**

Bachelor's degree in Geography, GIS, Environmental Science, or a related field with specialized training in GIS.

### **Experience:**

2+ years of experience in GIS data management and analysis.

### **Skills and Abilities:**

- Strong proficiency in GIS software and tools (with preference for ESRI products).

- Excellent analytical and problem-solving skills.
- Good communication skills for training and interdepartmental coordination.
- Ability to manage multiple projects and meet deadlines.
- Detail-oriented with a focus on data accuracy and quality.
- Ability to travel within the Nadleh Whut'en territories and possibly beyond including fieldwork in various environmental conditions

Note: The responsibilities and qualifications listed are not exhaustive and may evolve as the needs of the department and technology change.

**Position Type:** Full Time Employment Agreement

**Location:** In Person with possibility for hybrid option

**Hours of Work:** 8:30 am – 4:30 pm Monday to Friday

**Starting Salary:** \$72,000 – \$88,000

**Closing Date:** Until Filled

The successful candidate must possess a valid Class 5 BC Driver's License and will be required to submit a current Driver's Abstract, and Criminal Record Check. Salary will be dependent on education and experience.

In accordance with Section 16 (1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, Nadleh Whut'en First Nation practices preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify and provide documentation indicating such.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

**Please forward a current resume and cover letter to: [jsanchez@nadleh.ca](mailto:jsanchez@nadleh.ca) Attention: Jaime Sanchez**