

**Postal Address:**

205 Beaver Road, Suite 1  
Smithers, BC  
V0J 2N1



**Location Address:**

3873 – 1<sup>st</sup> Avenue  
Smithers, BC

**Telephone:** (250) 847-3630

**Facsimile:** (250) 847-5381

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**Referral Coordinator  
Job Description**

**External Posting: Expires Thursday, November 20, 2020**

Job Title: Referral Coordinator

Hours of week: 35 Hours per week (8:30am – 4:30pm)  
Common hours are during the day with the exception of evenings and weekends as required.

Location of work: Office of the Wet'suwet'en  
3873 – 1<sup>st</sup> Avenue, Smithers Phone: 250-847-3630

Reports to: Natural Resources Manager – David de Wit

**Background**

The Natural Resources department, within the Office of the Wet'suwet'en (OW), facilitates Wet'suwet'en decision-making process for the Clans and Houses within the Yintah (territory). A key function of decision-making is the Wet'suwet'en notification process for natural resource companies proposing development within the Yintah. Informed decisions require consideration of the state of the Yintah. Specific information is required from companies and governments to inform the current state of the values on the Yintah. The Referral Coordinator will introduce and guide companies through the Wet'suwet'en decision-making process. Wet'suwet'en Clans and Houses require regular meetings and information sessions to achieve informed decisions. The Referral Coordinator will support this goal.

**Purpose:**

The Referral Coordinator position has been created to support Wet'suwet'en decision-making and will facilitate communication between the Office of the Wet'suwet'en, natural resource companies and Clans/Houses within the Yintah of the Wet'suwet'en. The position will serve as a communication and reporting link between Clans/ Houses, natural resources companies pursuing activities, and governments within the Yintah of the Wet'suwet'en. Effective communications and data management are essential to this role.

## **Roles and Responsibilities:**

Reporting to and working with the Natural Resource Manager, the Referral Coordinator will:

- Serve as a liaison and be a key contact within the Office of the Wet'suwet'en for Clans and House Groups, resource development companies, and government agencies;
- Coordinate all communications with natural resource companies, government agencies, and the respective House groups;
- Prepare and record all communication, and maintain data management systems;
- Coordinate meetings, information requests, site inspections, proposal evaluations, and access to Wet'suwet'en knowledge holders and data bases;
- Participate, support and prepare presentations to facilitate Wet'suwet'en decision-making utilizing Natural Resources department products and tools;
- Prepare project reports and refer discussions and decisions to leadership, Clan/House members, management and/or operations staff, as required;
- Assist in implementing Yintah stewardship according to Wet'suwet'en principles, House direction, and department management policies and procedures;
- Work with identified consultants as it pertains to identified projects;
- Maintain ongoing relations with companies operating in the Yintah;
- Provide the Natural Resource Department Manager with status reports.

## **Skills:**

- Effective communication, both oral and written;
- Ability to organize and facilitate meetings;
- Time and organizational management;
- Self-motivated and positive attitude;
- Map comprehension and data management;
- Efficient problem solver.

## **Qualifications:**

- Local knowledge of the land base and culture
- Understanding of Wet'suwet'en Values and Principals;
- Administrative Assistant, Environment Studies Diploma or experience in a similar field
- Basic computer literacy (Microsoft Office) required, GIS (mapping) is an asset;
- Clean Criminal Record Check
- Valid BC Driver License

Please send resume to [judy.walton@wetsuweten.com](mailto:judy.walton@wetsuweten.com)

