

**Mailing Address**

205 Beaver Rd, Suite 1  
Smithers BC  
VOJ 2N1

**Telephone:** 250-847-3630



**Location Address:**

3873 1<sup>st</sup> Ave  
Smithers BC  
[www.wetsuweten.com](http://www.wetsuweten.com)

**Facsimile:** 250-847-5381

## Job Posting

Job Title:	Referrals Program Coordinator	
Hours of work:	35 Hours per Week (8:30am – 4:30pm) Common hours are during the day with the exception of evenings and weekends as required.	
Salary:	\$36.00 - \$40.00 per hour, based on experience	
Location of Work:	Office of the Wet'suwet'en 3873 1 <sup>st</sup> Ave, Smithers BC	Phone: 250-847-3630
Reports to:	Natural Resources Manager	

**Position Overview:**

The Referrals Program Coordinator oversees the Office of the Wet'suwet'en's referrals program, ensuring that all land-use and resource-development proposals within Wet'suwet'en Yintah are reviewed thoroughly, consistently, and in alignment with Wet'suwet'en rights, title, and hereditary governance. This leadership role provides strategic direction, supervises technical staff, and ensures that referral responses reflect the cultural, ecological, and community values of the five clans and 13 house groups.

The Referrals Program Coordinator acts as the central point of communication between internal staff, Hereditary Chiefs, government agencies, and industry proponents. They ensure that the referrals process supports long-term stewardship, protects culturally significant areas, and upholds Wet'suwet'en decision-making authority.

**Key Responsibilities:**

**Program Leadership & Coordination**

- Oversee the full lifecycle of the referrals process, including intake, assignment, review, response, tracking, and follow-up.
- Develop and maintain workflows, protocols, and standards to ensure timely and consistent responses.
- Coordinate with internal departments and programs to integrate technical and cultural knowledge.
- Ensure that referral responses reflect Wet'suwet'en governance, values, and stewardship priorities.

**Supervision & Team Support**

- Supervise referrals staff, including specialists in forestry, mining, lands, and environmental assessment.
- Provide mentorship, guidance, and performance feedback to team members including our Clan Liaisons.
- Support staff in conducting field assessments, technical reviews, and community engagement.
- Facilitate regular team meetings, case reviews, and strategic planning sessions.

### **Engagement with Wet’suwet’en Leadership**

- Work closely with Hereditary Chiefs, house groups, and clan representatives to gather direction, share information, and ensure culturally grounded decision-making.
- Prepare briefing notes, summaries, and presentations for leadership.
- Support community meetings, clan sessions, and knowledge-sharing initiatives related to land-use decisions.

### **External Relations & Negotiation**

- Serve as a primary point of contact for government ministries, industry proponents, consultants, and partner organizations.
- Coordinate meetings, site visits, and technical discussions with external parties.
- Negotiate mitigation measures, conditions, and agreements that support Wet’suwet’en stewardship.
- Represent the Office of the Wet’suwet’en in regional planning tables, environmental assessment processes, and multi-stakeholder forums.

### **Data Management & Reporting**

- Oversee the maintenance of referral databases, GIS mapping records, correspondence, and decision logs.
- Track trends in land-use activity across the Yintah and identify emerging issues or opportunities.
- Prepare program reports, annual summaries, and strategic recommendations for leadership and funding partners.

### **Policy, Planning & Strategic Development**

- Contribute to the development of Wet’suwet’en-led land-use policies, stewardship frameworks, and referral guidelines.
- Support cumulative effects assessment, cultural values mapping, and long-term monitoring initiatives.
- Stay informed about changes in legislation, regulations, and industry standards affecting land-use decisions.

### **Qualifications:**

#### **Education & Experience**

- Degree or diploma in Natural Resource Management, Environmental Science, Forestry, Mining, Indigenous Governance, or a related field.
- Minimum 3–5 years of experience in land-use referrals, natural resource management, or environmental assessment.
- Experience supervising staff or coordinating multi-disciplinary teams is strongly preferred.
- Experience working with Indigenous communities or within Indigenous governance structures is an asset.

#### **Knowledge & Skills**

- Strong understanding of land-use planning, natural resource development, and environmental impacts.
- Familiarity with forestry, mining, fisheries, wildlife, and watershed considerations.
- Proficiency with GIS tools, mapping software, and spatial data interpretation.
- Excellent communication skills, including the ability to translate technical information into accessible language.
- Strong organizational, analytical, and problem-solving abilities.
- Respectful understanding of Indigenous rights, title, and Wet’suwet’en hereditary governance.
- Ability to work collaboratively in a dynamic, multi-stakeholder environment.

### **Why This Role Matters**

The Referrals Program Coordinator ensures that Wet’suwet’en voices, values, and governance guide all land-use decisions within the Yintah. By leading the referrals team and strengthening relationships with leadership, community, and external partners, this role directly supports the long-term protection of Wet’suwet’en lands, waters, culture, and future generations.

## Benefits Package

- Comprehensive extended health and dental coverage
- Employer-matched pension or RRSP program
- Paid vacation
- Paid sick leave and personal wellness days
- Cultural leave to support Wet'suwet'en governance, feasts, and community responsibilities
- Professional development and training opportunities
- Field gear and safety equipment provided as needed

## Employment Details

- Full-time, permanent position
- Based in Smithers, BC, Hybrid or Remote options can be discussed
- Standard hours Monday–Friday, with flexibility for community meetings or fieldwork
- Probationary period: 3–6 months

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following:

1. A cover letter clearly indicating the position which you are applying for.
2. A resume with three references

## APPLICATION PACKAGES ARE TO BE ADDRESSED AND EMAILED TO THE FOLLOWING:

Attention: Leanne Helkenberg, *Natural Resources Manager*

Email address: [leanne.helkenberg@wetsuweten.ca](mailto:leanne.helkenberg@wetsuweten.ca)

CC: Monica Michell, CIHRP, CAPA, *Human Resources & Office Coordinator*

Email address: [monica.michell@wetsuweten.ca](mailto:monica.michell@wetsuweten.ca)

Subject line MUST CLEARLY STATE “Job Application – NR Referrals Program Coordinator”