



Katzie First Nation (KFN) Job Posting (Internal)

Title: Executive Assistant to the CAO of Katzie First Nation
Department: Katzie First Nation - Admin

POSITION SUMMARY

Katzie First Nation requires an Executive Assistant who will be responsible for a wide variety of administrative duties in support of the CAO of Katzie First Nation. Duties include but are not limited to, arranging travel plans, meeting minute taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management, and the public. Other duties shall be assigned as necessary.

SPECIFIC RESPONSIBILITIES

- Provide direct administrative and office management support to the CAO as directed.
- Maintain work schedules and calendars of executive management, particularly the CAO.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Schedule and prepare materials for meetings involving the CAO, including booking of venues, developing summary documents, printing materials, etc.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, summaries, and research.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Coordinate office activities.
- Troubleshoot and/or escalate office administration issues.
- Review, evaluate, and distribute priority correspondence for executive team.
- Facilitate communication from department managers, business unit leaders, and project managers.
- Complete expense reports, code/pay invoices, Visa receipts, Time Sheets and other related duties.
- Take and transcribe dictation notes.
- Prepare and review presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Take photographs of ceremonies and events

- Other duties shall be assigned as required.

POSITION QUALIFICATIONS

- Post-Secondary Diploma in Business Administration, or relevant discipline, required.
- Secondary School Diploma required.
- 3-5 years' experience in an administrative role preferred.
- Strong knowledge of office process, procedures, and practices.
- Keen attention to details.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Resourceful and flexible.
- Proven organizational and time management skills.

KNOWLEDGE AND SKILLS

- Project management skills and experience.
- Must have management skills and ability and willing to coach and mentor.
- Good to advanced level of software application skills such as MS Office – in particular, Excel spreadsheet software, and Outlook Calendar management.
- Must have an extremely organized approach to work.
- Maintaining accurate and organized records both in hard copy and electronic mediums.
- Strong communication skills – writing, speaking, and listening.
- Strong organizational skills with the ability to prioritize and complete multiple assignments, meeting deadlines and budgets, while ensuring high quality of work in a fast-paced environment.
- Self-managed individual who can work independently as well as part of a team.

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation.
- References: Three names and phone numbers of recent supervisors.
- Must possess and maintain a valid Class 5 BC Drivers' License.

SALARY RANGE: Negotiable – based on experience

TYPE OF POSITION: Permanent position. Full-time with benefits, subject to 6-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE: 4:00 PM, Friday, May 27, 2022

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume.** Please include position title on subject line. Send to:

Glenn Jones
HR Manager
glenn@katzie.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.



Job Posting

Facilities Assistant & Equipment Manager

Job Title	Facilities Assistant & Equipment Manager (Full-time)
Department	Operations Manager
Reports to	Operations Manager
Job Summary	Katzie Development Limited Partnership is seeking Equipment Manager to assist multiple departments. Working in busy resource management company the ideal candidate is a detail-oriented self-starter with the ability to take initiative and work with minimal supervision. The candidate must be a team player with a flexible attitude and the ability to prioritize workload, multiple tasks and deadlines in a fast-paced environment. Integrity, professionalism and excellent communication skills are essential.
Requirements	<ul style="list-style-type: none"> • Possess a Class 5 license with a clean driving record • Must provide proof of COVID Vaccination • Accomplished self-starter with exceptional interpersonal skills • Strong verbal and written communication • Proven ability to work well with cross-functional teams and diverse groups of stakeholders • Adaptable to change • Ability to work independently and as part of a team • High level of initiative • Good time management, with ability to organize, prioritize and meet deadlines • Strong attention to detail • Experience managing Health & Safety programs (e.g., construction safety officer, certified safety professional) • Ability to work outside in all conditions • Physical ability to perform the duties of the position.
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintenance and Repair Equipment • Inventory Control/Management • Shipping and Receiving • On-site Support/Delivery • Assist with Facilities Operations • Vehicle Maintenance and Care • Health & Safety support and oversight • Carries out other related tasks and projects as required
<p><i>Applicants with prior safety management experience are preferred. Applicants should be located in British Columbia and must be eligible to work legally within Canada. Salary commensurate with education, skills and experience.</i></p>	

Job description – PROJECT COORDINATOR

Katzie Development Limited Partnership is seeking a Natural Resources Project Coordinator to assist within the Archaeology department with the potential to assist other departments. Our ideal candidate is a detail-oriented self-starter with the ability to take initiative and work with minimal supervision. The candidate must be a team player with a flexible attitude and the ability to prioritize workload, multiple tasks and deadlines in a fast-paced environment. Integrity, professionalism, and excellent communication skills are essential.

Duties include, but are not limited to:

- Entering project budgets into MS Projects
- Monitoring budgets on multiple projects using Microsoft Projects
- Development of a Project Management Office
- Review and approve employee timecards
- Coordinate the scheduling of field crews

Respond to scheduling changes

Applicants must meet the following criteria:

- Skilled in the use of Microsoft Project
- Proficient in the Microsoft Office suite of products,
- Excellent writing and communications skills

Demonstrate a strong understanding of practical project management skills

Preference will be given to those candidates with the following skills/experience:

- Project management experience and training
- demonstrable knowledge of MS Projects
- Experience with Adobe Creative Cloud
- Desire to work closely with First Nations
- Ability to work in a deadline driven environment

A high level of resourcefulness, creativity, and ability to work cohesively in a team

Applicants should be located in British Columbia and must be eligible to work legally within Canada. Salary commensurate with education, skills and experience.

Expected start date: 2022-05-31

Job Types: Full-time, Permanent

COVID-19 considerations:

To keep our employees safe hand sanitizer, plastic barriers, masks, and gloves are supplied. As part of our COVID-19 health and safety plan, COVID-19 PPE and social distancing are required in our offices and on our worksites.

Katzie First Nation Education Services



Employment Opportunity

Position: School Age Care provider/Centre Support

Hours: Vary (Up to 35 per week)

Position Summary:

Katzie First Nation Early Years offers Childcare (IT, 3-5, and Out of School care), Preschool and Headstart in a holistic program that meets the individual needs of the children spiritually, intellectually, physically, cognitively and emotionally. Our programs are enriched with activities that are enhanced by Hengeminem language and our Katzie culture and traditional teachings. All KEYC staff work under the Director of Early Education, and will take direction from the floor lead/supervisor. The ECE Support delivers developmentally appropriate support services for the Early Years Programs. The ECE-S will promote parents as a child's most important teacher and instill a love of life-long learning.

Duties and Responsibilities:

- Ensure Katzie First Nation Early Years programs are delivered in a professional, ethical and efficient manner maintaining the highest standards possible
- Assist and facilitate on an individual basis to children who need extra support with program curriculum as needed and requested.
- Keep an inventory of program supplies
- Supervise children 6-12
- Keep accurate Attendance records daily
- Provide school age children with quality, fun activities, and experiences
- Promote positive social interactions and behaviors
- Monitor children at the school and on the bus
- May require driving
- Attend monthly staff meetings
- Work in the out of school care program either before or after school and on breaks
- Plan activities for children to do while onsite
- Support in Preschool and/or Early years settings of Headstart or other EY programs as needed
- Daily housekeeping as requested by educators
- Support facilitation of fieldtrips and special events in collaboration with Headstart coordinator
- Set up, take down and cleanup programs
- Prepare weekly program snacks for preschool and/or Headstart if required
- Ensure programs provide parental involvement, and community support
- Ensure program compliance with all legal requirements, including Child Care Facilities Licensing Regulations
- Ensure children develop peer relationships and social behavior while supporting a child's resilience

Skills and Experience:

- Responsible adult course
- College or University Certification in Early Childhood Education preferred and/or combination of work experience
- Food Safe Certificate an asset

- Valid First Aid and Infant and Child CPR certification an asset
- Three to Five years' experience working with children preferred
- Willing to gain experience working with professionals from other programs and with external professional resource people
- Ability to develop and maintain trusting, supportive relationships with children and families
- Ability to work effectively along and with co-workers
- Knowledge of First Nations language, culture and traditions
- Knowledge of the resources of the community
- Effective interpersonal skills
- Effective communication skills in writing and speaking
- Ability to work within an interdisciplinary team of staff and parent(s) legal guardian(s) extended family to develop and implement an individual plan for each child with special needs
- Ability to work closely with community resources to ensure the coordination of services
- Experience working with First Nations children and families
- Good organizational skills
- Open to learning and taking direction
- Satisfactory Criminal Records Check
- Valid Class 5 Drivers License and reliable transportation is an asset
- Excellent planning and organizing skills including menu planning

CLOSING DATE FOR APPLICATIONS: when positions are filled

Contact: officeadmin@katzie.ca ATT: Torrie James



KATZIE
FIRST NATION
...land of the moss

Job Posting: DRIVER - Part time (3pm – 7pm) and On Call

Department: Health Department

Job Location: Pitt Meadows, Katzie Health Center

Start Date: ASAP

Report to: Health Director and Fleet Manager

Katzie First Nation is looking for a qualified and experienced Class 4 driver with air endorsement to work on call and on a part time basis. You must possess a clean drivers abstract. Must be a British Columbia Class 4 Drivers license. We won't be accepting any drivers that are an L or N drivers as this position will be transporting clients to and from the Health Center.

The duties for this position are:

- Perform a number of client pick-ups
- Ability to lift 50+ lbs occasionally throughout the day
- Assist with loading / unloading of items delivered to client
- Complete pre and post-trip inspections of company vehicles and safely operate equipment
- Daily submission and completion of all required documentation in an accurate fashion, to be submitted promptly to the Manager
- Provide exceptional customer service during each and every customer interaction
- Handle inquiries or concerns from customers in a professional manner and redirects where possible

What you bring to the job:

- Punctual and reliable
- Have a class 4 Driver's license w/Air Endorsement and with a clean abstract
- You're flexible to work on call as needed
- Physically fit must be able to lift up to 50 lbs for Occasionally throughout the day.

To join this team, you have:

- Clean drivers abstract and full class 4, British Columbia drivers license.
- Be fully capable of doing vehicle pre-trip and post trip inspections.
- Working on call between the hours of Noon – 7 pm when required.
- When day time driver is off or on vacation this position will fill in during 7-3pm
- Must respectfully work with the Health Team/Leadership/Health Authority staff/outside partners

How to Apply:

Please apply by emailing your cover letter and resume to: glenn@katzie.ca



Job Opportunity

Field Tech Program

<u>Job Title:</u>	Field Technician Full time for minimum 6 months (5 positions) with possibility of extension.
<u>Department:</u>	Field Technicians
<u>Reports to:/Hours of Work:</u>	Field Technician Manager/ Full-time Monday to Friday: 7:00 am – 3:00 pm
<u>Job Summary:</u>	Participate in archaeological field work at Pattullo Bridge Replacement Project
<u>Core Competencies:</u>	High attention to detail, must be reliable, willingness to learn.
<u>Requirements:</u>	Work well independently and work cooperatively in a team setting, be punctual, a willingness to work in adverse weather conditions and challenging terrain, basic field investigation and recording, willingness to take direction from supervisory personnel. Proof of Vaccination required. Pre-access Drug and Alcohol testing required
<u>Duties and Responsibilities:</u>	<ul style="list-style-type: none"> a) Must have own PPE (CSA Boots, Eye Protection, gloves, hard-hat, visor vest, facemask for COVID. b) Attend orientation on site, c) Coordinate with Sr. Field Tech on site to determine duties, d) Complete field forms e) Assist the field crew to the best of your ability, f) State verbally and on your field form any comments/concerns/questions, g) Submit all paperwork to the Field Technician manager weekly.

Please submit your cover letter and resume to info@kdldp.ca

Posting will remain until all positions are filled

Position: Seed Program Coordinator/ Farmer

Organization: FarmFolk CityFolk

Location: Abbotsford, BC

About Us

FarmFolk CityFolk (FFCF) is a not-for-profit society connecting, empowering, and inspiring people to strengthen BC's sustainable food systems. We develop, operate, and act as a catalyst for projects that support access to and production of local, sustainable food; support local growers and producers; provide access to and protection of farmland; and connect, educate, and celebrate with communities across BC. For over 25 years FFCF has been a leader in local food and sustainable agriculture working with businesses, policymakers, NGO partners, government, universities, and the public to achieve our mandate.

Position Summary

We are seeking an experienced farmer and program coordinator to join the team. We live by our values of collaboration, courageousness and joyfulness. This is an awesome opportunity for someone keen to practice seed production with the support of an experienced seed farmer. This role is a nice mix of hands-on farming and program coordinating, based partly at a farm site we lease in Abbotsford, and partly from home. We are looking for someone already familiar with mixed vegetable farming in BC. Maybe you grew up on a farm in the region or finished a Sustainable Ag program or practicum. You understand the seasonal cycle of farming and know enough about crop production to know when there is a pest or nutrition problem to be addressed. You're not scared of getting dirty or using farm tools, including a walk behind tractor. You may not be a seed saving expert but are keen to learn.

The successful candidate will have the chance to work with a team delivering a wide range of public-focused and farmer-focused programs and events. We work closely with community partners across BC and are a regional coordinator for the Bauta Family Initiative on Canadian Seed Security with partners across the country. You may be growing out variety trials and recording data or coordinating field days for farmers or the public. You may also be saving the waste product of seed production (food) and getting it to a community partner for use in a meal program and hitting the road in a truck pulling a trailer full of seed cleaning equipment to farmers across southern BC. You know your way around the GSuite and social media and are a good communicator. You're happy spending days in the field (potentially by yourself) and can also jump into teamwork.

Responsibilities

- Co-coordinate planting, maintenance, harvesting, and processing of vegetable seed crops at the Research and Education Seed Farm in Abbotsford
- Maintain all records needed for Organic certification, complete application process and annual inspection
- Support the Canadian Organic Vegetable Improvement Project, including liaising with farmers across BC
- Support the Seed to Food program, diverting the food leftover from seed production to community partners
- Support the Seed Trailer Tour, travelling with it across BC to farms and supporting farmers in processing seeds

- Maintain farm tools, equipment, and storage areas
- Support other BC Seed Security Programming, including the biennial Seed Gathering
- Work closely with BC Seed Security Program Manager to refine and enhance existing programs based on participant feedback and emerging best practices.
- Support the gathering of data and stories to evaluate and celebrate program results.
- Make program cost requests to the Manager.
- Support grant writing and overall fundraising initiatives.
- Actively participate in strategic plan development.
- Ensure all initiatives align with board approved strategic plan.
- Develop and monitor annual work plan ensuring alignment with Managers annual goals.
- Build and maintain strong working relationships with a wide range of stakeholders and partners including but not limited to funders, donors, partner organizations, farmers and the public.
- Develop communications content such as newsletter articles and social media, ensuring strategic and brand alignment as well as following communications guidelines.
- Maintain organized, clear, and comprehensive files and written procedures for all aspects of the role.
- Develop volunteer roles and recruit, train, supervise, support and evaluate them.
- Support tracking and reporting for grants.
- Other related duties as required to fulfill the role.

Hiring Requirements

- 2+ years applied farming experience, including seed saving, nutrient management and pest control
- 1+ years program coordination experience
- Diploma in a related field such as sustainable agriculture, or a combination of experience and training.
- Deep knowledge of, and passion for, sustainable food systems.
- Tech savvy and proficient in word-processing, databases, websites, G Suite, and email.
- Physical mobility, and willingness to move through a range of outdoor work environments, including lifting and digging
- Organized and able to juggle multiple priorities and work to deadlines.
- Willingness to learn, commitment to personal growth and accountability, enthusiasm for experimenting with new tactics and tools and shares our values: collaborative, courageous and joyful.
- Ability to inspire, motivate, and support volunteers.
- Ability to work flexible hours, including occasional evenings and weekends. Ability to travel with expenses paid.
- Reliable vehicle required: all mileage will be reimbursed. Comfortable driving a truck with a trailer.

Role details

Application deadline: May 27, 2022

Wage: \$22.53/ hour, 35 hours per week. 3 weeks paid vacation/ year.

Medical benefits available after 3-month probation period

Start date: Monday June 15, 2021. This will start as a 9-month contract until March 15, 2023, with a very strong possibility of extension depending on funding.

This role is partly based at a farm in Abbotsford, and partly a work from home role. The successful candidate will need a reliable, fast internet connection and personal computer (if this is a barrier, please let us know). \$50/month work from home month allowance provided. All necessary software will be provided.

FFCF staff and board are committed to an anti-oppression learning journey, and committed to integrating justice, equity, diversity, and inclusion principles into our work and workplace culture. We humbly acknowledge that we have a long way to go. We encourage BIPOC, LGBTQIA2S+, individuals from other diverse communities to apply.

To Apply

In order to apply, email David Catzel, BC Seed Security Program Manager at bcseeds@farmfolkcitfolk.ca

Please:

- use the subject line 'Seed Farm Program Coordinator'
- send one pdf file containing both your cover letter and resume
- use the file name 'Seed Farm Program Coordinator – First Name Last Name'

This role may be funded partially by a wage subsidy. Please indicate clearly in your cover letter if you are

- Under 30 years of age
- Underemployed or unemployed
- A recent graduate
- A Canadian citizen, permanent resident or refugee in Canada
- Have previously been hired under a Youth Employment Skills Strategy grant

We thank all applicants for their interest but only those receiving an interview will be contacted.