



Katzie Job and Training NEWSLETTER



[HTTPS://KATZIE.CA/CAREER-OPPORTUNITIES/](https://katzie.ca/career-opportunities/) April 24, 2026



Scan the QR Code with your mobile phone camera to open up the career opportunities page on the Katzie Website

Job Openings:

[Referrals Manager](#)

[On-Call Building Service Worker](#)

[Referrals Coordinator](#)

[Xwum Canoe Rental Assistant](#)

[ARMS Society - Education & Engagement Assistant](#)

[Statistics Canada: Census Enumerator](#)

Upcoming Training:

[BC Hydro Indigenous Scholarship Program](#)



Katzie First Nation is looking for a dynamic and strategic **Referrals Manager** to lead a team at the forefront of land and resource consultation.

About the Territorial Guardianship & Referrals Department

The Territorial Guardianship & Referrals Department is responsible for protecting, caring for, and upholding Katzie First Nation's lands, waters, and rights within Katzie's traditional territory. The department brings together two distinct but closely aligned functions—Territorial Guardianship and Referrals—that work collaboratively to support Katzie's role as caretakers for the territory.

Together, the department integrates Katzie knowledge, teachings, and customary law with Western science and regulatory processes through a two-eyed seeing approach. This structure ensures that Katzie's responsibilities to the land, waters, ancestors, and future generations are honoured both on the land and within planning, consultation, and decision-making processes.

About the Role in Practice

The Referrals function coordinates consultation, engagement, and review processes for projects and activities proposed within Katzie territory that may impact Katzie's rights, title, or interests. This work ensures that Katzie's laws, knowledge, priorities, and technical considerations are meaningfully reflected in regulatory and decision-making processes.

The Referrals Manager provides strategic leadership and oversight, setting priorities, supporting staff capacity, and ensuring consultation work is paced realistically and aligned with Katzie governance objectives. The Manager works through a team-based structure, delegating operational coordination to the Referrals Coordinator and administrative delivery to the Referrals Administrator, while retaining accountability for decision-making, external positioning, and high-risk files.

Katzie First Nation is committed to supporting long-term professional growth. This role offers opportunities to deepen expertise in Indigenous-led land governance, cumulative effects assessment, and cross-government engagement, with exposure to strategic planning, funding development, and senior-level decision-making.

This role will appeal to professionals who are comfortable navigating complexity, competing timelines, and high-stakes decisions—and who are equally committed to teamwork, transparency, and sustainable ways of working.

What you will do

- Provide strategic oversight of referrals intake, prioritization, and workflow, ensuring alignment with departmental and Nation priorities and sustainable workload management.
- Set Referrals priorities and expectations, adjusting direction in response to risks, capacity constraints, or emerging issues.
- Provide leadership, mentorship, and performance support to the Referrals Coordinator and Referrals Administrator.
- Hold accountability for the quality, timeliness, and appropriateness of referral responses, reports, and correspondence.



- Lead on high-impact, complex, or escalated files, including liaison with senior leadership, proponents, and government agencies.
- Ensure a two-eyed seeing approach is applied across referrals work, weaving Katzie knowledge, teachings, and customary law with Western science and Crown legal frameworks.
- Work collaboratively with the Guardian Manager to integrate on-the-ground Guardianship knowledge into referrals and consultation processes.
- Oversee the development, implementation, and continuous improvement of referrals tracking systems and data management tools.
- Provide oversight of project milestones, deliverables, budgets, and funding reporting, in collaboration with finance and coordination staff.
- Oversee the establishment and management of contracts and technical support agreements for referrals-related work.
- Support the Director in implementing departmental strategies, work plans, and funding agreements.
- Operate as part of a team and be flexible about the boundaries and functions of the job.

What We're Looking For

- Post-secondary degree in Indigenous Studies, Land and Resource Management, Environmental Science, Archaeology, or a related field.
- Five to seven years of progressive experience in Indigenous consultation, land and resource management, or a related field.
- Equivalent combinations of education, professional experience, and relevant lived experience will be considered.
- Demonstrated experience supervising or leading teams, including providing direction, mentorship, and performance support.
- A leadership approach grounded in respect, relationship-building, and awareness of the emotional and cultural dimensions of consultation work.
- Knowledge of Katzie territory, or a demonstrated commitment to learning Katzie community context, customary laws, protocols, and teachings.
- Strong understanding of Indigenous rights, title, and consultation processes across municipal, regional, provincial, and federal jurisdictions, including relevant legislation, policy frameworks, and legal precedents.
- Experience with, or strong knowledge of, major project reviews and Indigenous-led cumulative effects or impact assessment processes.
- Broad familiarity with land and resource management policy areas (e.g., water, cultural heritage, wildlife, energy, transportation, forestry, land-use planning) sufficient to oversee technical review and support informed decision-making.
- Strong written and verbal communication skills, with the ability to explain complex information clearly to diverse audiences.
- Excellent interpersonal skills, including the ability to communicate respectfully, build relationships, and navigate conflict across diverse perspectives.
- Proficiency in Microsoft Office/365 and project management or tracking tools.



What We Offer:

In addition to standard employment benefits like paid vacation, and extended health coverage, we offer a total rewards package that reflects our commitment to wellness, culture, family, and community:

- Health Spending Account
- Employee Assistance Program (EAP)
- On-site medical services
- Pension plan with employer contributions
- Paid Indigenous, Federal, and Provincial holidays
- Paid winter office closure
- Paid sick leave
- Family responsibility days,
- Opportunities to participate in community events and activities
- Cultural learning and engagement opportunities

Job Type: Full-time, Permanent

Annual Wage: \$80,000-\$95,000 Annually

How to Apply:

- Apply online at katzie.ca and navigate to *Career Opportunities*.
- You may also email your resume to careers@katzie.ca, referencing Job # 20253 in the subject line
- In-person applications are welcome at the **Katzie Administration Building**.

Cover Letter:

We encourage you to include a brief cover letter sharing your experience and interest in this role. We're particularly interested in learning how your background, knowledge, or lived experience aligns with Indigenous consultation, land stewardship, or governance-related work.

Every application is reviewed by a member of our HR team—your experience and story matter to us.



Katzie First Nation is looking for multiple **On-Call Building Service Worker (BSW)** keep the facilities well-maintained and clean during absence and vacations. If you love working independently and have a knack for cleaning and sanitization, this role might be for you!

What you will be responsible for:

- Cleaning interior including, but not limited to,
 - Cleaning surfaces by way of dusting and wiping.
 - Cleaning floors by sweeping, vacuuming, mopping, and scrubbing.
 - Emptying trash cans and other waste containers and removal of garbage.
 - Wash and disinfect hand basins, sinks, toilets, showers, and tile and replenish washroom supplies.
 - Cleaning of vertical surfaces, i.e., wash windows & and interior walls.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris, and other refuse.
- Move heavy furniture, equipment, and supplies.
- Reporting replacements and repairs as required.
- Follow health and safety regulations, including safe lifting and handling techniques.
- Ensures for building security. This involves locking the building and offices and arming the security system.
- Set up tables, chairs, and other furniture for scheduled events or activities in the facility and remove them upon completion.
- Perform general cleaning after events.

What you bring to the position:

- WHMIS Certification
- Able to physically perform the position's duties, including repetitive cleaning motions, lifting, and carrying up to 50 lbs.
- Have strong attention to detail and take pride in the output of tasks.
- Previous cleaning or maintenance experience is an asset but not a requirement.
- Skill in the use and care of cleaning and maintenance supplies and equipment
- Ability to understand and follow oral and written instructions.
- Ability to work independently and prioritize, plan, and multitask urgently.
- High energy with a friendly, positive work demeanor.
- A valid BC Driver's License with access to reliable transportation is an asset.
- Minimal day-to-day supervision with high expectations of work produced.
- Availability to take shifts, with limited notice, during standard working hours, evenings, and weekends.
- Building Service Worker Certification is an asset

Job Type: On-Call

Salary: \$18.00 per hour

How to Apply:

- Apply online at katzie.ca and navigate to *Career Opportunities*.
- You may also email your resume to careers@katzie.ca, referencing Job # 202508 in the subject line
- In-person applications are welcome at the **Katzie Administration Building**.

Every application is reviewed by a member of our HR team—your experience and story matter to us.



If you are passionate about protecting land, culture, and community, this is your opportunity to make a meaningful impact. The Katzie First Nation Referrals Department leads thoughtful and respectful consultation and engagement for projects across Katzie's traditional territory, ensuring that Katzie's rights, title, and interests are protected and upheld.

As the **Referrals Coordinator**, you will be at the heart of this important work. The role includes supporting consultation processes while managing and tracking a diverse range of projects. Responsibilities also involve contributing to grant writing and reporting activities, helping to enhance the department's overall effectiveness and outcomes.

You will report directly to the Territorial Guardianship & Referrals Manager while working closely with the Referrals Administrator to balance responsibilities and keep projects advancing efficiently.

If you are motivated by purpose-driven work and excited to contribute to positive change, join us in supporting initiatives that strengthen and empower the Katzie community.

Key Responsibilities

- Support team with consultation and engagement activities, including administration of referral requests and associated tasks.
- Coordinate funding and capacity agreement tasks and reports for Territorial Guardianship & Referrals work
- Coordinate contractor scopes of work, invoicing, and change orders.
- Support team with developing new project tracking systems and information, including geographic, environmental, archaeological, cultural, and traditional land use information.
- Attend and record minutes at project meetings and review and support the team to summarize technical project materials, including environmental, archaeological, and engineering studies and reports.
- Coordinate community outreach and engagement activities
- Coordinate the referrals review process by project tracking, task delegation, and driving milestone completion of new and ongoing referral projects.
- Support the Manager of Territorial Guardianship & Referrals in the consultation and engagement process, budgeting, and invoicing of funding agreements.
- Develop draft reports and feedback letters as requested by the Manager of Territorial Guardianship & Referrals (i.e. referrals responses, work plan updates, Chief and Council briefing letters)
- Coordinate with Katzie staff and proponents to develop funding agreements.
- Liaise with proponents and government agencies to provide official Katzie responses and approved funding agreements.
- Supervise Referrals Administrator and provide general support and guidance to members of the Territorial Guardianship & Referrals Team.



What We're Looking For

- Completion of a post-secondary degree or diploma in land and resource management, social sciences, Indigenous relations, or a related discipline, or an equivalent combination of education and experience.
- A minimum of 3–5 years' experience in the listed areas, or equivalent expertise gained through comparable roles involving Indigenous land and resource management or related fields.
 - Working with indigenous communities on consultation and engagement activities
 - Indigenous-led impact assessment studies and reviews.
 - Land and resource management and planning
 - Regulatory approvals
 - Land use planning and development, including major projects.
- Flexibility and the ability to adapt to rapidly changing work priorities.
- Skilled in using Microsoft Office/365 applications to support efficient documentation, communication, and workflow management.
- A proactive individual with excellent organizational, interpersonal, and verbal/written communication abilities.
- Demonstrates strong organizational and time-management skills, effectively managing multiple priorities and consistently meeting deadlines in fast-paced environments.
- Collaborates respectfully and inclusively with individuals from various backgrounds and roles, fostering positive team relationships and open communication.
- Ensures accuracy and quality by thoroughly reviewing work, identifying inconsistencies, and proactively correcting issues with precision.

What We Offer:

- Health and dental coverage
- Health spending account
- EAP
- On-site Medical Services
- Long-term disability benefits
- Paid vacation
- Paid winter office closure
- Pension plan with an employer contribution
- Paid sick day coverage
- Family responsibility days
- Community events
- Cultural learning opportunity

Job Type: Full-time, Permanent

Hourly Wage: \$75,000 - \$80,000

How to Apply:

- Apply through our website at Katzie.ca (go to career opportunities and apply to the posting).
- Please apply by emailing your resume to Human Resources at careers@katzie.ca and reference Job Number 202602 in the subject line.

*Every resume is personally reviewed by a real human in our HR Department because your experience and story deserve our attention.



JOB POSTING

xwəm (Xwum) Canoe Rental Assistants



xwəm (Xwum) operates a popular canoe rental business at Grant Narrows in Katzie First Nation Traditional Territory.

We are looking for up to 8 Canoe Rental Assistants at Grant Narrows for the upcoming season.

Canoe Rental Assistants assist with bookings, provide care of the canoes and site at Grant Narrows and support customers in getting their canoes, monitoring on-site parking and additional work as required.

This position will begin as early as Monday, May 11, 2026, and will continue until October 31, 2026.

We are looking for people who are passionate about working outdoors with extensive knowledge of the waters at Grant Narrows. Katzie First Nation members are strongly encouraged to apply.

Canoe Rental Assistants should have knowledge of the waters at Grant Narrows and experience working in the outdoors. They must be able to lift and carry canoes, keep booking and payment records and have good customer relationship skills.

The wage range for this position is \$21.40 per hour.

This is a full-time temporary position (40 hours per week) with a varied work schedule that will include work during regular business hours and some evening and weekend work.

We are also looking for people who would like to be on-call or work on a regularly scheduled part time basis.

Canoe Rental Assistants should have a valid driver's license and reliable vehicle to get to and from work at Grant Narrows.

To apply for this position, please send your resume and cover letter to Dawna Day, CEO, Katzie Development Corporation at dday@kdip.ca

Application Deadline: Friday, May 1, 2026

Only those applicants selected for an interview will be contacted.



Education & Engagement Assistant 2026

SUMMER STUDENT

35 hours/week – 14 weeks

Based just outside the vast and picturesque Golden Ears Park in Maple Ridge, the **Alouette River Management Society** (ARMS) has been working hard to sustain and enhance the integrity of the Alouette Watershed. ARMS was one of the key drivers in advocating for increased river flows for all five species of Pacific salmon and other aquatic species. ARMS became the first group in British Columbia to obtain a Water Use Plan and successfully increased water flows in the South Alouette River.

Our office and interpretive centre is located on the ancestral, unceded territories of the Katzie First Nation and Kwantlen First Nation. Our work takes us into local parks, classrooms, and riverside. We work with many amazing people and other like-minded community and environmental groups.

For a view into our world, please visit our website: www.alouetteriver.org

About the Position

The Education & Engagement Assistant (EEA) works directly with the community to support ARMS Education and Summer Camps staff. In addition, the EEA assists the Watershed Projects Manager with the implementation of a variety of environmental stewardship activities, community workshops and volunteer events while supporting organizational strategies to further the community's understanding and engagement with ARMS. This position will expose the successful applicant to a wide variety of critical business skills such as project management, community engagement, special events planning and client services.

Anticipated start date Monday April 27, 2026

REPORTING & RELATIONSHIPS

- Internal: reports directly to the Executive Director as well as works closely with, and takes direction from all other ARMS team members
- External: supports the oversight of volunteers while fostering strong relationships with a variety of stakeholder and community groups

COMPENSATION & BENEFITS

With an hourly wage of \$20.00 p/hour and 4% vacation paid, this position will also benefit from the mentorship of the organization's leaders, including the Executive Director and Board Director/s. This will include exposure to; detailed goal setting, community engagement best practices, environmental projects and volunteer stewardship.

RESPONSIBILITIES/ACCOUNTABILITIES

- Assist in delivering environmental education sessions to school-aged children
- Support planning of summer day camps (ages 5 – 11 years) and deliver alongside our summer camp team
- Support the Watershed Projects Manager with citizen science surveys to assess information on a variety of fish, aquatic insects and native vegetation in the Alouette River and surrounds.
- Assist in the planning, preparation, and implementation of eco-themed community workshops and volunteer stewardship opportunities such as; storm drain painting, family day environmental activities, community clean up events.

- Assist in community engagement events to raise awareness of ARMS mission, vision and goals. Support for event coordination, stocking equipment, organizing safety gear, leading volunteers, and taking photographs for promotional use.

About You

We are looking for a human with a unique blend of passion, skills, and qualities that truly align with our mission to sustain and enhance the integrity of the Alouette Watershed through volunteer & community engagement, communication, and education. You have a deep-rooted passion for the environment and a genuine love for the great outdoors. You possess a strong commitment to environmental conservation, sustainability, and fostering a connection to nature in others. You have an eagerness to learn about the Watershed and to then inspire others to protect it.

As a quick learner with a proven record for jumping in where needed, you operate from a place of curiosity and a strong desire to grow. You are a dynamic, community-focused person who is motivated by all things environmental and who loves supporting volunteers, learning from mentors and helping to further educate the community.

EXPERIENCE/SKILLS

To be eligible for this role, YOU MUST:

- ♦ Be between 15 and 30 years of age at the beginning of the employment period,
- ♦ Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment,
- ♦ Possess a valid Social Insurance Number at the start of employment,
- ♦ Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations,
- ♦ Possess a keen interest in working with children
- ♦ Possess a strong interest in working outdoors in all weather conditions
- ♦ Possess a passion for the environment and supporting others to feel the same,
- ♦ Demonstrate a strong desire to learn and grow,
- ♦ Be able to effectively communicate in English, verbally and in writing,
- ♦ Be able to work independently and within a small team.
- ♦ Hold a current or willing to complete First Aid training (Standard FA with CPR-C and AED)
- ♦ Hold a current or willing to complete a police criminal records check (to be able to work with minors)

Preferred:

- ♦ Previous experience and/or education, volunteering or working with children
- ♦ Good understanding of the ecology of British Columbia
- ♦ Digital savvy with a variety of social media platforms and comfort with MS Office and Google platforms

We encourage applications for those youth who self-identify as Black and other racialized youth, youth with disabilities, and Indigenous youth.

How to Apply

If this sounds like you, we would love to hear from you!

Please email your cover letter specifically outlining your experience and skills as it relates to the position description and an up to date resume in **one PDF file**, to Greta Borick-Cunningham at arms@alouetteriver.org **being sure to include your full name and ARMS EEA2026 in the subject line.**

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, **only applicants who are selected for an interview will be contacted.**

We sincerely thank all applicants for their interest in the Alouette River Management Society.

Job Opportunity: Census Enumerator (2026 Census)

Statistics Canada is hiring Census Enumerators to help collect important information for the 2026 Census. This short-term position helps ensure communities are accurately represented and receive the services they need.

Position

Census Enumerator (Non-Supervisory)

Pay: \$25.87 per hour

Employment Period: May 2026 – July 2026 (varies by location)

Hours: Minimum 20 hours per week, primarily evenings and weekends

Expenses: Authorized expenses such as mileage and parking may be reimbursed

Job Description

Census Enumerators are responsible for collecting census information from households in their assigned area.

Duties include:

- Visiting households **door-to-door** to collect completed census questionnaires
- Speaking with residents and assisting them with completing their census forms when needed
- Ensuring information is **accurate, complete, and confidential**
- Recording and submitting collected data according to Statistics Canada procedures
- Keeping track of assigned households and following up when necessary
- Following safety guidelines while working in the community

Enumerators work independently in their assigned area while maintaining regular communication with their supervisor.

Qualifications

Applicants must:

- Be **19 years of age or older in British Columbia**
- Be a **Canadian citizen, permanent resident, or have a valid work permit**
- **Reside in Canada** and have a Canadian home address
- Be comfortable speaking with members of the public and conducting **door-to-door visits**
- Be organized, reliable, and able to work independently



Statistics
Canada

Statistique
Canada

Hiring Process

Applicants must successfully complete:

1. Initial screening
2. Reference check
3. Security screening

⚠️ Only applicants selected for further consideration will be contacted.

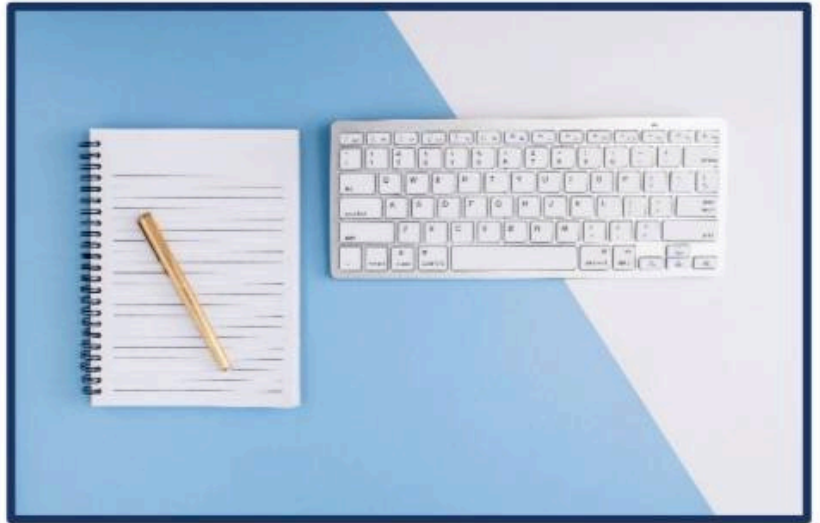
For more information or to apply, visit:

www.statcan.gc.ca/censusjobs

After applying online at **census.gc.ca** — **Census Jobs**, please **email Crystal Isaac with your name and application confirmation number** so your application can be identified as coming from the community. Email: Crystal.Isaac@statcan.gc.ca



BC Hydro Indigenous Scholarship Program



BC Hydro wants to invest in the next generation of leaders, like you, to build a strong and healthy workforce across the province.

Our scholarships and bursaries are available to Indigenous students from BC First Nations or are an Indigenous permanent resident of BC studying at a Canadian postsecondary institution in a program that closely matches to careers at BC Hydro.

Application period:

Scholarships in the amount of \$5000 are available to full-time students in degree, diploma, certificate, or technical/trades programs connected to BC Hydro careers. Open from April 15, 2026, to June 15th, 2026

Scholarships in the amount of \$2000 are available to part-time students in degree, diploma, certificate, or technical/trades programs connected to BC Hydro careers.

The Randy Brant Memorial Award in the amount of \$8000 and will be awarded to the top overall applicant from all bursary and scholarship submissions.

For more information including program eligibility and application forms go to bchydro.com/scholarships or email indigenous.awards@bchydro.com



She Wolf gifted
to BC Hydro by
Art Thompson
from the Ditidaht
First Nation.

 **BC Hydro**
Power smart