



Job Opportunity: Manager of Lands, Rights and Stewardship

Position Summary:

The Manager of Lands, Rights and Stewardship provides operational leadership for YFN's Lands, Rights and Stewardship Department and supports the implementation of YFN's vision, priorities, and strategic objectives related to lands, waters, resources, stewardship, rights, title, and consultation.

Reporting to the Director of Lands, Rights and Stewardship, the Manager is responsible for the day-to-day administration, coordination, and delivery of departmental programs, projects, referrals, consultation activities, stewardship initiatives, and technical studies. The Manager works collaboratively with community members, Elders, Knowledge Holders, government agencies, industry proponents, and technical specialists to advance YFN's interests while protecting the Nation's rights, title, culture, and environment.

The Manager serves as the operational lead for departmental staff and contractors and may act on behalf of the Director when delegated.

Duties and Responsibilities:

Lands Administration and Stewardship

- Coordinate and oversee day-to-day lands, stewardship, and natural resource programs.
- Support the implementation of land use plans, stewardship initiatives, environmental monitoring programs, and community priorities.
- Assist in protecting YFN's rights, title, cultural values, and environmental interests throughout the traditional territory.
- Support the integration of traditional knowledge and Indigenous stewardship principles into departmental activities.
- Ensure records, mapping, databases, and land-related information systems remain accurate and current.

Consultation and Referrals

- Lead the management and administration of consultation and referral processes.
- Review referrals from governments, industry proponents, regulatory agencies, and third parties.
- Coordinate technical reviews and prepare recommendations for leadership.

- Track project commitments, deadlines, mitigation measures, and consultation outcomes.
- Ensure consultation records and engagement documentation are complete and defensible.
- Draft, coordinate, and issue formal response letters, ensuring alignment with YFN's consultation policies.
- Escalate high-risk, high-impact, or contentious referrals to the Director.
- Support the implementation of a new referrals management software system, including data migration, staff training, and process documentation.

Rights, Title and Treaty Implementation Support

- Support the Director in advancing YFN's rights, title, governance, and Treaty-related priorities.
- Assist with research, technical analysis, and preparation of briefing materials related to jurisdiction, resource management, consultation, and land governance matters.
- Monitor emerging legislation, policies, and regulatory changes affecting Indigenous rights and interests.
- Coordinate information requests arising from Treaty negotiations, government engagement, and strategic initiatives.

Stewardship and Environmental Management

- Coordinate environmental monitoring, habitat protection, fisheries, forestry, wildlife, and resource stewardship initiatives.
- Support environmental assessments and review of development proposals affecting YFN territory.
- Assist in the identification and management of cumulative effects and potential impacts on culturally significant areas.
- Promote sustainable and responsible land and resource management practices.

Project and Contract Management

- Manage departmental projects from initiation through completion.
- Prepare scopes of work, requests for proposals, budgets, contracts, and procurement documentation.
- Oversee consultants and technical specialists engaged on departmental initiatives.
- Monitor project schedules, deliverables, reporting obligations, and budgets.
- Ensure effective project documentation and records management.

Funding and Program Administration

- Assist in identifying and securing funding opportunities that support departmental priorities.
- Support grant applications, contribution agreements, budgets, and reporting requirements.
- Monitor project expenditures and assist with financial reporting and budget forecasting.
- Ensure compliance with funding agreements and reporting obligations.

Community Engagement

- Support communication and engagement with YFN members, Elders, Knowledge Holders, and leadership.
- Coordinate community meetings, workshops, information sessions, and engagement activities.
- Assist in preparing presentations, reports, newsletters, and educational materials.
- Promote community awareness of lands, stewardship, rights, title, and natural resource issues.

Leadership and Administration

- Provide leadership, mentorship, and support to departmental staff.
- Assist with departmental work planning, goal setting, performance management, and capacity development.
- Develop and maintain effective administrative systems, procedures, and records management practices.
- Foster collaborative working relationships across departments and external organizations.
- Act on behalf of the Director when delegated.

Other:

- Perform other related duties as assigned by the Director of Lands, Rights and Stewardship.

Qualifications:

Education and Experience:

- Post-secondary degree or diploma in Indigenous Studies, Natural Resource Management, Environmental Science, Forestry, Fisheries, Geography, Planning, Public Administration, or a related field.
- Minimum five (5) years of progressively responsible experience in lands management, stewardship, consultation, rights and title, environmental management, or a related field.
- An equivalent combination of education, training, and directly related experience will be considered.
- Experience working with or for First Nations governments or Indigenous organizations.
- Experience coordinating projects, consultants, budgets, and funding agreements.
- Experience with consultation, referrals, stakeholder engagement, and regulatory processes.

Knowledge, Skills and Abilities:

- Strong understanding of Indigenous rights, title, governance, and stewardship principles.
- Knowledge of UNDRIP, DRIPA, and consultation obligations affecting First Nations.

- Understanding of environmental assessment, natural resource management, and land use planning processes.
- Knowledge of federal, provincial, and Indigenous regulatory frameworks.
- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Ability to prepare reports, technical summaries, briefing notes, and recommendations.
- Strong interpersonal and relationship-building skills.
- Ability to work independently and as part of a multidisciplinary team.
- Proficiency in Microsoft Office, GIS systems, databases, and records management practices is considered an asset.

Conditions of Employment:

- Clear Police Information Check with Vulnerable Sector Check.
- Valid BC Driver's License with an acceptable driver's abstract.
- Ability to travel to meetings, events, the community and throughout YFN territory as required.

Benefits:

- A comprehensive group benefits plan, including extended health and dental will be available at the beginning of employment.
- Optional RRSP or RPP at the start of employment, with employer matching up to 5%.
- Vacation, statutory holidays and leave are provided in accordance with Yekooche First Nation policies and applicable legislation.
- Relocation assistance.

Employment Details & How to Apply:

Send your resume and cover letter to: hr@yekooche.com

Deadline to Apply: October 2, 2026

Employment Type: Full-Time, Permanent, Salaried

Salary: \$82,000.00 - \$105,000.00 Annually

Work Location: Yekooche First Nation, Prince George, BC

Schedule: Standard schedule is 70 hours per bi-weekly pay period. Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a 40-minute unpaid lunch break. Pay day Friday is a half day (8:30 a.m. to 12:30 p.m.) and is included within the 70-hour bi-weekly schedule. Work hours may vary due to meetings, events, and travel to the community and throughout YFN territory.