

## **Lands & Environment Coordinator**

Reports To: Band Manager and / or Economic Development Officer

The Land & Environment Coordinator is responsible for creating a database, which will include mapping, traditional land use information and available resources (also include resources accessed in the past). A database will be developed, including on and off reserve members.

### **Duties**

1. Communicate effectively in the work environment, carry out written and verbal instructions, and communicate with management.
2. Through hired consultant, assistance will be provided and employee will be required to take required training. GIS applications, web-site update maintenance. A work plan will be a guideline on how the necessary work will take place.
3. Coordinate with Community Development Coordinator for transfer of information that will be inputted to the database, GIS applications.
4. Keep clear, concise and organized notes.
5. Leq'á:mel First Nation 'Oath of Confidentiality' to be signed and adhered to. Release of information to be done by BCR.
6. Leq'á:mel First Nation employee agreement to be signed upon engagement of employment.
7. Sign authorization for deductions. In the case of owing any arrears to Leq'á:mel First Nation, a form will be signed to make deductions off payroll to be applied to arrears.
8. A report must be in writing to be distributed to LFN members. This will be done by the 5<sup>th</sup> of each month. Any additional reporting will be as directed by LFN Band Manager and / or Economic Development Officer.
9. Comply with administrative procedure. I.e. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer system.
10. At the end of the workday the workstation must be tidy (to allow janitors to dust).
11. Conduct all relevant duties as requested by Band Manager and / or Economic Development Officer.