

Position: Planner

Permanent Full-time

Ta na wa Shéway I7xw ta Úxwumixw Planning and Capital Projects; North Vancouver

Posted: April 28, 2021 Posting Closes: May 20, 2021

**Skwxwú7mesh
Úxwumixw**Chénchenstway
Human Resources**Due to COVID 19, the start date for the position will be determined thru Provincial Health Guidance.**

: Reporting to the Planning Manager (Capital Projects & Planning), the Planner will support the development and implementation of Squamish Nation's (SN) community plans, as well as, community census. He /she will support the implementation of the stakeholder engagement and communications plan. The Incumbent will work to understand community members' planning needs and preferences for community planning. This will include, but not limited to: support the implementation of the stakeholder engagement and communication plan; adapting the plan as needed; and tracking and monitoring the process. The incumbent will operate with a high level of tact, confidentiality, diplomacy, and integrity, and contributes to a positive and supportive team environment by working efficiently and professionally at all times. He/she will also compile base-line research, data and information for community decision-making and facilitate community dialogue as members decide the future direction of Squamish Nation.

Typical Duties & Responsibilities:

- Supports the development and implementation of Squamish Nation's (SN) community plans.
- Supports the development, analysis, communication and implementation of community plans.
- Develops and implements communication strategies and tools that include activities that will inform, engage, promote and build community's participation in the planning process.
- Provides logistical and technical support to the community planning and community census process.
- Prepares and presents briefings & reports.
- Supports the development, analysis, communication and implementation of the community planning.
- Oversees the delivery of community engagement activities, meetings, and presentations.
- Builds and maintains good working relationships with community members.
- Ensures consistent communications with the community, by applying various communications tools and keeping them up to date.
- Synthesizes and analyzes information and ability to make recommendations.
- Assists community members in identifying and prioritizing community needs.
- Provides logistical and technical support to the community planning and community census process.
- Assists with the review and updating of policies and plans.
- Manages and tracks the implementation of stakeholder engagements and communications plan.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Contributes cooperatively to the Squamish Nation Planning and Capital Projects team to achieve position and department goals.

Education, Level of Experience & Hiring Requirements:

- Degree in Planning, Community Development, First Nations Studies or an equivalent combination of education and experience.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to first nation policies, planning etc.
- 3 – 4 years of directly related experience in the majority of specialties listed in job description or an equivalent of education and experience or similar activities or projects with preference to experience in Indigenous communities or organizations.
- Recent, relevant and significant experience in planning and/or community engagement.
- Experience in working with First Nations communities or organizations, including political leadership.
- Significant planning experience would be an asset and knowledge of the current First Nations planning landscape in BC
- Knowledge of Squamish Nation, its history and planning issues.
- Ability to work flexible hours; work on evenings and weekends, as well travel may be required.
- Experience supporting traditional ceremonies and cultural practices
- Knowledge of community engagement and plan development in Indigenous communities.
- Experience working in a First Nations environment is preferred.
- Must have valid BC Driver's License, Class 4 or 5. Class 7N may be considered.
- Must have access to a reliable vehicle and current auto insurance that meets company policy.
- Must successfully complete Criminal Records Check as per Squamish Nation Policy.

The above requirements are what Squamish Nation is seeking in the ideal incumbent at the time of posting and are subject to change, based on the needs of Squamish Nation.

Salary: \$70,000 - \$80,000 plus a comprehensive benefits package.

All applications must be completed using on-line application, using Chrome browser. For this position, go to:

<http://www.squamish.net/jobs/>

Application MUST Include:

- Cover Letter and Resume

As per policy, successful applicant will need to provide:

- References from direct supervisors, and
- Official copies of school records

Chénchenstway Human Resources 3-380-Welch Street, West Vancouver, B.C. V7P 0A7 Tel 604-985-8335

ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW