Aquatic Ecosystems Coordinator

Permanent, Full-Time Position (37.5 hours per week)

Competition #: 2026-19

Location: Based out of the Yaq̓it ʔa·knuqƚi'it Administration Office. This position is eligible for hybrid arrangement.

Position Summary:

Yaq̓it ʔa·knuqƚi'it First Nation ("YQT") is a rural First Nation located near Grasmere, BC, in one of British Columbia's most beautiful natural settings. YQT is seeking an Aquatic Ecosystems Coordinator to support the planning, coordination, and delivery of freshwater ecosystem programs and projects. Working under the direction of the Aquatic Ecosystems Manager, this position plays an important role in field monitoring, environmental data collection and analysis, project coordination, reporting, community engagement, and aquatic stewardship initiatives that support the protection and sustainable management of YQT's aquatic ecosystems and natural resources.

Cultural Safety:

Our organization is committed to serving the ʔakanuxuniḵ people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by supporting aquatic ecosystem management activities in a manner that is culturally respectful and aligned with Yaq̓it ʔa·knuqƚi'it values; assisting with programs and projects that support community interests in freshwater stewardship, fisheries, habitat conservation, and watershed health; respecting and upholding Indigenous knowledge systems, traditional values, and community priorities in day-to-day program delivery and supporting positive working relationships with community members, leadership, partner organizations, and external agencies.

Responsibilities:

- Support the Aquatic Ecosystems Manager in implementing aquatic monitoring, stewardship, restoration, and watershed initiatives.
- Coordinate logistics for field programs, including scheduling, equipment preparation, sample handling, site access, and field staff supervision.
- Organize and conduct field data collection related to fish, fish habitat, riparian areas, benthic invertebrates, water quality, and related aquatic ecosystem indicators. Participate in fieldwork in varying terrain and weather conditions, including occasional travel to remote sites.
- Maintain accurate field notes, digital records, maps, monitoring files, and project documentation.
- Enter, organize, quality-check, and manage environmental monitoring data, spreadsheets, and supporting records; identify data gaps, inconsistencies, or issues requiring follow-up.
- Prepare and contribute to technical summaries and reports, community updates, briefing notes, and project correspondence.
- Support tracking of project budgets, expenses, grant deliverables, reporting deadlines, and contractor or consultant deliverables.
- Review and provide technical comments for complex referrals, permitting files, and information requests related to aquatic ecosystems and freshwater values.
- Liaise respectfully with community members, technical staff, regulators, consultants, and partner organizations as directed.
- Participate in meetings, training sessions, and community events related to aquatic ecosystems and environmental stewardship.
- Other duties, as assigned.

Qualifications:

Required Education and Experience:

- Degree in environmental science, natural resource management, biology, fisheries, geography, environmental technology, Indigenous studies, or a related field. An equivalent combination of education, training, and relevant experience may be considered.
- Minimum of 3 years of relevant experience in an ecological role conducting program support, technical reviews and reports, aquatic field monitoring, project coordination, or related work.
- Experience with environmental data entry, spreadsheet tracking, reporting, scientific communications and document management.
- Biologist in Training (or equivalent) designation is considered an asset
- Experience working with or for a First Nations community is considered an asset.
- Experience supporting grants, contracts, referrals, or regulatory files is considered an asset.
- Valid Class 5 driver's licence with a clean driver's abstract.
- First Aid Level 1 or willingness to obtain.
- Ability to travel to field sites and work outdoors when required.

Required Knowledge, Skills, and Abilities:

- Working knowledge of freshwater ecosystem management, environmental monitoring, and field-based stewardship programs, and relevant environmental regulatory or permitting processes
- Ability to conduct and support biological, environmental, or land-based monitoring activities with accuracy, consistency, and attention to detail.
- Ability to work independently in the field and in an office setting.
- Strong organizational skills, including the ability to manage multiple projects, deadlines, records, and reporting requirements.
- Strong written and verbal communication skills, including the ability to communicate technical information to both technical and non-technical audiences.
- Proficiency with Microsoft Office applications, especially Excel, Word, Outlook, and document/file management systems.
- Ability to maintain accurate records, manage and quality-check environmental data, interpret monitoring information, and support reporting processes.
- Ability to work collaboratively with community members, leadership, technical staff, Indigenous partners, and external stakeholders.
- Sound judgment, discretion, and professionalism in handling information and representing the department.
- Willingness to work both independently and as part of a team in office and field settings.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Wage: $35.36 – $44.79 Hourly, commensurate with experience and qualifications.

Comprehensive Benefits Package, including**:**

- Medical, Dental, Disability, and Life Insurance coverage.
- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaq̓it ʔa·knuqƛi’it values.

Application Process: Please send your resume and cover letter by **December 7, 2026**, at **8:30am (MST)** to hr@tobaccoplains.org

Or mail to:
Human Resources
Yaq̓it ʔa·knuqƛi’it First Nation
PO Box 76, Grasmere BC V0B 1R0