Terrestrial Ecosystems Coordinator

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

Competition #: 2026-17

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

Position Summary:

Yaq̓it ʔa·knuqɬi'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 a Terrestrial Ecosystems Coordinator to support the planning, coordination, and delivery of environmental programs and projects focused on terrestrial ecosystems, wildlife, species at risk, and invasive plants. Working under the direction of the Ecosystems Manager, this position plays an important role in field monitoring, environmental data collection and analysis, reporting, community engagement, and land-based stewardship initiatives that support the protection and sustainable management of YQT lands 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 the lands department in a manner that is culturally respectful and aligned with Yaq̓it ʔa·knuqɬi'it values; assisting with programs and projects that support community interests in land stewardship, wildlife habitat conservation, vegetation management, and ecosystem 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:

- Organize and conduct field data collection related to vegetation, invasive plants, wildlife, species at risk, and other terrestrial ecology components.
- Participate in fieldwork in varying terrain and weather conditions, including occasional travel to remote sites.
- Support the Ecosystems Manager in implementing terrestrial monitoring, stewardship, restoration, and land management initiatives.
- Coordinate logistics for field programs, including scheduling, equipment preparation, sample handling, and site access.
- 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 funding applications, 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.
- Assist with reviews for referrals, permitting files, land use applications, and information requests related to terrestrial ecosystems and land values.
- Liaise respectfully with community members, technical staff, regulators, consultants, and partner organizations as directed.
- Attend meetings, training sessions, and community events related to terrestrial ecosystems and environmental stewardship.
- Other duties, as assigned.

Qualifications:

Required Education and Experience:

- Degree in environmental science, natural resource management, biology, 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 environmental program support, field monitoring, project coordination, or related work.
- Biologist in Training (or equivalent) designation is considered an asset.
- Experience working with or for a First Nations community is considered an asset.
- Experience with environmental data entry, spreadsheet tracking, reporting support, and document management 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 terrestrial ecosystem management, environmental monitoring, and field-based stewardship programs.
- Ability to conduct and support biological, environmental, and land-based monitoring activities, including accurate data collection, recordkeeping, quality control, and reporting.
- Ability to work independently in both field and office settings.
- Strong organizational skills, including the ability to manage multiple projects, deadlines, and competing priorities.
- 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 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.
- Sensitivity to 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