



Lands Program Coordinator-Forests and Range

JOB OVERVIEW

Job Title	Lands Program Coordinator -Forests and Range
Department	Lands
Location	Doig River First Nation (DRFN)
Reports To	Lands & Resources Manager or Designate

GENERAL JOB DESCRIPTION

The purpose of this position is to ensure DRFN's rights, interests, and values are considered during forest planning and upheld during forest operations that occur in the Treaty 8 area in both British Columbia and Alberta. The overall goal is to promote sustainable forest and range management that ensures members of DRFN will be able to continue to carry out their treaty rights and cultural practices indefinitely.

The Lands Program Coordinator-Forests and Range will provide professional, general and strategic advice to DRFN's Lands and Resources Manager as well as Lands' staff regarding forest and range management. Further, the incumbent will be the primary point of contact for, and will respond to, all forest and range related inquiries on behalf of DRFN.

The Lands Program Coordinator-Forests and Range, in collaboration with other DRFN departments will identify, solicit and promote opportunities for DRFN members, member-owned companies and partners to obtain employment and/or contracts associated with forest and range activities in the territory.

DUTIES & RESPONSIBILITIES

General

- Ensures sustainable forest and range management principles are applied across the territory.
- Ensures forest and range related work in DRFN's consultation area is compliant with DRFN/Industry Agreements, relevant policies and legal requirements, and DRFN plans and policies.
- Keeps apprised of changes to legislation and policy that affect forest and range operations in BC and AB.
- Participates in the development and implementation of industry and government agreements related to forest and range management.
- Regularly engages with DRFN chief and council and community members regarding management of forests and rangeland in DRFN's territory to inform decisions.
- Collaborates with other DRFN departments to support any initiatives interacting or impacting forest or range values or management.

- Acts as a mentor to DRFN staff and members and educates them on forest and range practices by taking them on field trips.
- Identifies, solicits and promotes opportunities for DRFN members, member-owned companies and community partners to obtain employment and contracting opportunities.

Consultation and engagement

- Participates in consultation, forums and working groups related to forestry and range in the region.
- Acts as primary point of contact for all forest and range related activities in DRFN's territory and builds effective working relationships with industry and government representatives.
- Responds on behalf of DRFN to all forest and range referrals (as well as other industry referrals with a forestry component) with the intent of promoting sustainable operations and ensuring that DRFN members can continue to practice treaty rights and cultural activities in the territory.
- Engages Chief and Council and DRFN community members where necessary to ensure that Doig River First Nation's values, interests and priorities are incorporated into engagement on consultation.
- Provides comprehensive, technical reviews of forest and range information received by DRFN.
- Conducts field assessments on forest and range proposed or active operations.

Forest and Range Management

- Supervises consultants and staff working on forestry and range work for DRFN.
- Manages the forest and range tenures held by DRFN, including the DRFN woodlot and other forest licenses.
- Manages relevant budgets and expenditures and conducts financial reporting as required. Participates in forest and range planning initiatives in the region on behalf of DRFN.
- Oversees forest and range-related activities undertaken on DRFN lands. Undertakes any research or analysis required to understand the current condition of forest and range lands in DRFN territory to inform management decisions.

Other

- Supports reciprocal learning between themselves and DRFN members and staff.
- Ensures the safety of staff working under their supervision.
- Integrates Beaver culture and language into Lands Department related communications as feasible
- Follows all DRFN policies and procedures
- Seeks continual improvement to ensure the duties associated with this position are conducted effectively, efficiently and professionally
- Performs other duties and assists with special projects as assigned.

QUALIFICATIONS

Education

- Relevant degree or technical diploma from a recognized post-secondary institution and/or equivalent work experience.

Knowledge

- Understanding and familiarity of traditional Dane-zaa and Doig River First Nation culture, values, interests and history including Treaty 8 and treaty rights or a willingness to learn.
- Working knowledge of relevant provincial legislation, regulations and safety requirements
- Field crew or contract supervision experience

Skills & Abilities

- Experience working with Indigenous communities.
- Excellent communication skills including the ability to listen, record and communicate effectively both orally and in writing.
- Ability to act in a professional and courteous manner in tense circumstances
- Conflict resolution experience
- Demonstrated ability to exercise judgement and discretion when handling confidential information
- Ability to develop good and effective working relationships with industry, government and colleagues.
- Superior organizational, analytical and reasoning abilities
- Ability to manage multiple, competing demands and deadlines and prioritize workload
- Excellent time management and scheduling skills
- Excellent computer skills – including Microsoft Word, Excel and PowerPoint (Access?)

Required Certifications

- Preference for Registered Forest Technician or Registered Forest Professional designation in BC or Alberta.
- BC Class 5 Drivers License with no restrictions
- Clean Criminal Record Check

Note that candidates with less than the qualifications listed above may be considered.

WORKING CONDITIONS

This position requires the incumbent to work in both office and field environments, including outdoor work in inclement conditions.

To apply, please submit a resume by **April 15, 2026**, to:

Human Resources

Doig River First Nation

Box 56, Rose Prairie, BC V0C 2H0

Email – employment@doigriverfn.com