



## Job Posting

### GIS Coordinator

<b>Job Title</b>	Geographic Information Systems (GIS) Coordinator
<b>Location</b>	Doig River First Nation (DRFN)
<b>Term</b>	Full time/permanent, 35 hours per week (7 hours/day, 5 days/week)
<b>Start date</b>	Jan 2023
<b>Closing date</b>	Dec 20, 2022

#### GENERAL JOB DESCRIPTION

Join Doig River First Nation as GIS Coordinator and become an integral part of a growing First Nation.

The GIS coordinator will work closely with the Lands and IT department to design, develop, and support GIS applications/frameworks to meet the needs of the Nation. The GIS Coordinator will provide technical leadership while mentoring the growing lands and GIS department staff. The GIS Coordinator will have the opportunity to use technical, analytical and leadership skills while contributing to environmental, cultural, and urban development initiatives. This leadership role requires someone who is self-motivated and driven to set a new direction for GIS at DRFN that will support the future growth of the Nation.

The GIS Coordinator will work in a collaborative environment providing mapping, analytic, and data management for reserve, fee-simple and lands within DRFN's territory. The GIS Coordinator will primarily support the lands department in consultation, monitoring, and planning but may also be involved with projects led by other departments such as urban & infrastructure development planning, and emergency management planning. The GIS Coordinator designs and implements systems to ensure data is gathered, organized, and accessible for staff, consultants, Council, and the community via software, maps, and analytics.

#### DUTIES & RESPONSIBILITIES

- Ensure the GIS infrastructure can support the business needs and make plans for future growth and requirements.
- Provide leadership, mentor, and coordinate technical staff in the GIS Department.
- Evaluate and implement new GIS technology and tools to support the Nation.
- Provides updates to managers and Council as necessary.
- Coordinates GIS data collection and sharing between multiple agencies, consultants, and community members.
- Ensure project objectives are met.
- Develops and implements standards for data collection and storage.
- Ensures GIS data is relevant and up-to date.

- Creates maps and analytics to be used by DRFN staff for communication, research, display, or navigation.
- Facilitates consultation by supporting data management, impact analysis, cultural and ecological risk assessments and generating maps and reports reflecting findings.
- Responsible for data mobilization, collection, integration and application of field data and associated data collection equipment.
- Provides GIS mapping services, analysis, and advice to all departments and members as required.
- Provide training and technical support to DRFN staff and members on GIS software and data collection equipment.
- May assist in the development and design of web-enabled GIS and referral tracking software and/or create geo-analytical/geo-spatial models over large landscapes.

## QUALIFICATIONS

- Post-secondary Geographic Information Systems certification or equivalent experience.
- Proficient in QGIS or ArcGIS.
- Familiarity with Python, HTML, JavaScript, CSS and Django development is considered an asset.
- Familiarity with British Columbia and Alberta GIS data preferred.
- Experience managing a small team.

## CULTURAL UNDERSTANDING

- Understanding, appreciation of, and respect for the diverse nature of the Dane-zaa culture and people.
- Application of traditional Dane-zaa knowledge, culture and language in all work.
- Understanding or willingness to learn about the duty to consult, Section 35 rights, UNDRIP and the TRC Calls to Action, indigenous case law.

## SKILLS AND ABILITIES

- Exhibits good leadership skills such as coaching, communication, task delegation, goal setting, and conflict resolution.
- Capable of data and task management in a fast-paced organization.
- Demonstrated ability to exercise judgement and discretion when handling confidential information.
- Ability to prioritize tasks, adapt to changing priorities, manage time and work efficiently.
- Ability to focus and be productive in a busy workplace.
- Prior experience in meeting facilitation and project management.
- Ability to organize field trips with community members.
- Willingness to work outdoors and in potentially adverse weather conditions.

## ABOUT DOIG RIVER FIRST NATION

The DRFN team actively works to advance the strategic and operational goals of Council and integrates Dane-zaa culture and language into all facets of the administration, its programs, and services. The DRFN team is diverse in its composition of skills, knowledge, experience, and heritage. We support, encourage, and provide opportunities for learning and professional development to ensure success in our roles.

DRFN applies a grass-roots approach to our work and rely on membership and Council to guide our efforts. DRFN is well-regarded by the industry and government representatives that we work with.

DRFN offers a competitive salary, health and dental benefits, compensation for travel to and from the community each day, a Retirement Savings Plan, paid vacation time and cultural practices leave. The GIS Coordinator works in a beautiful, modern building with a fibre-optic internet connection. For more information about Doig River First Nation, please visit our web site: [www.doigriverfn.com](http://www.doigriverfn.com)

**To apply, please submit a cover letter, resume, and reference letters via email to:**

**Jennifer McCracken, Lands Manager  
Doig River First Nation  
Jobs@doigriverfn.com**