



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC, V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting: Land Management Officer

McLeod Lake Indian Band (MLIB) is a progressive and community driven First Nation committed to advancing economic growth and sustainable development while honoring our Tse'khene traditions and values. We strive to create meaningful opportunities for our members through strategic partnerships, innovative business initiatives, and holistic economic development that supports the long-term prosperity of our community.

Position Overview:

The McLeod Lake Indian Band (MLIB) is seeking a highly motivated and organized Land Management Officer to support the sustainable governance and protection of MLIB's lands. This role plays a key part in implementing the Land Code, facilitating land-related projects, and engaging with community and committee members.

The ideal candidate will have a strong interest in land stewardship, environmental planning, and Indigenous governance, and will thrive in a collaborative team environment with a variety of responsibilities.

Key Responsibilities:

Land Management & Administration

- Support the implementation of the MLIB Land Code and related land use and environmental plans.
- Assist with land administration tasks including correspondence, file management, reporting, and records.
- Help coordinate Traditional Knowledge and Ecological Studies and contribute to planning and environmental initiatives.
- Assist with drafting Band Council Resolutions (BCRs), briefing notes, and funding applications.
- Monitor and track departmental budgets, requisitions, and expenses.

Committee & Community Support

- Organize and provide administrative support to the Land Management Committee and related subcommittees (e.g., scheduling, minute-taking, honoraria processing).
- Assist with community engagement events such as Earth Day and seasonal awareness campaigns.

Law Enforcement & Environmental Stewardship

- Participate in the development and implementation of MLIB land enforcement initiatives and programs.
- Assist with bylaw implementation and community wellness efforts (e.g., spay/neuter initiatives).

Qualifications

Education & Experience

- High school diploma required; post-secondary education in land management, environmental studies, or a related field is an asset.
- Previous experience working with a First Nations government or community is preferred.

- Familiarity with the First Nations Land Registry System (FNLRS) and Land Code governance is an asset.
- Proficiency in Microsoft Office and general computer literacy.

Skills & Attributes

- Excellent organizational, written, and verbal communication skills.
- Strong attention to detail and ability to manage multiple priorities.
- Respectful and knowledgeable of Tse'khene culture, values, and governance.
- Ability to work independently and as part of a team.

Conditions of Employment:

- Must pass a Criminal Record Check.
- Valid Class 5 BC Driver's License with a clean driving record.
- Up to date with required vaccinations.

Compensation:

- Competitive hourly wage: \$23–\$30 per hour, based on experience.
- Extended health and dental benefits.
- Employer-matched pension plan (up to 5%).
- 10 sick days and 5 personal days annually.
- Paid holiday break in December.
- Ongoing training and professional development opportunities.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@milib.ca

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