McLeod Lake Indian Band

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

Job Posting
Land Referrals Officer

The Land Referrals Officer, located in Chetwynd or McLeod Lake, is responsible for managing provincial government and industry land use referrals within the McLeod Lake Indian Band's (MLIBs) Traditional Territory. Working under the Director of Land Stewardship, the Officer ensures that proposed land and resource activities align with MLIB's cultural, environmental, and economic values. Staff review referrals using MLIB land use planning, cultural data, and resource information, and work with participating First Nations to prepare coordinated responses.

Key Responsibilities:

- Analyze industry and government land use referrals to assess alignment with MLIB policies, cultural values, and environmental standards, and provide technical advice to participating First Nations.
- Work with First Nations, Elders, and community members to develop referral responses and identify impacts on cultural sites and traditional land use.
- Liaise with provincial agencies, licensees, and industry partners, facilitating dialogue both in the office and in the field, and represent MLIB at required meetings and conferences.
- Determine when site visits are needed and conduct assessments addressing environmental, historical, and cultural concerns.
- Maintain accurate records, prepare referral responses and reports, and ensure compliance with environmental and cultural preservation requirements.

Education and Experience:

- Diploma, degree, or minimum 2 years' experience in forest management, environmental science, land management, or related field.
- Knowledge of Tse'Khene culture, MLIB traditional territory, and Indigenous land stewardship principles (required).
- Proficiency in environmental regulations, land management best practices, and mapping programs (Google Earth Pro, GIS).
- Strong verbal and written communication skills; ability to work independently and as part of a team.
- High attention to detail, strong organizational skills, and ability to maintain confidentiality.
- Proficiency in Microsoft Excel, Word, Outlook, PowerPoint, Adobe PDF.
- Valid Class 5 BC Driver's License and satisfactory driving record.
- Criminal record check (vulnerable sector).

The position will be located at the office in Chetwynd or McLeod Lake and will require in-person work. The hours of work will vary and include evening and weekend work. Transportation may be provided from Prince George or Mackenzie, if working in McLeod Lake.

Please submit resumes and cover letters to:

Attention: HR Advisor
Email: hrdept@mlib.ca

Deadline to apply: October 30, 2026
Posted: October 8, 2026