



# McLeod Lake Indian Band

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

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## Job Posting: Land and Stewardship Director

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The McLeod Lake Indian Band (MLIB) is a dynamic First Nations community dedicated to preserving our heritage, promoting community well-being, and fostering sustainable development. We strive to enhance the quality of life for our members through comprehensive support programs and culturally relevant services.

Under the direction of the Council and the supervision of the Band Administrator, the Land and Stewardship Director is responsible for the administration and coordination of land management for the McLeod Lake Indian Band (MLIB). This role oversees the stewardship of approximately 20,000 hectares of MLIB Indian Reserve lands and manages the review and recommendation processes for industrial land use within the 105,000 square kilometer traditional territory of the Band.

### Key Responsibilities:

- **Leadership and Staff Management:**
  - With the assistance of Human Resources recruit, select, orient, and train staff to ensure a safe and productive work environment.
  - Develop and implement staff training and personal growth opportunities.
  - Set job expectations, monitor performance, provide coaching and feedback, and enforce policies and procedures.
  - Supervise and motivate staff to meet departmental objectives, including coaching, supervision, and quality management.
- **Strategic Planning and Execution:**
  - Establish and implement strategic goals by gathering and analyzing business, financial, and operational data.
  - Develop and present plans for review by Chief and Council and the MLIB Membership.
  - Evaluate outcomes and adjust strategies as necessary to achieve objectives.
- **Financial Management:**
  - Collaborate with the Finance Director to forecast budget requirements, prepare annual budgets, and manage expenditures.
  - Analyze financial variances and initiate corrective actions to ensure financial objectives are met.
- **Quality and Customer Service:**
  - Maintain high standards of service by enforcing quality and customer service standards.
  - Resolve quality and service issues, recommend system improvements, and address trends.
- **Professional Development:**
  - Stay informed of industry trends and best practices through workshops, publications, and professional networks.
  - Benchmark state-of-the-art practices and participate in relevant professional societies.

- **Land Management:**
  - Manage and implement MLIB's Land Management Code, including activities related to taxation, zoning, building permits, enforcement, and mapping.
  - Oversee lands staff in managing Reserve Lands and ensuring compliance with the Land Management Code.
  
- **Traditional Lands Oversight:**
  - Supervise the review of traditional land use projects, including oil and gas, hydro, mining, tourism, and other industrial activities.
  - Advocate for environmental reviews and seek benefits for MLIB from resource exploitation and opportunities.

**Skills, Qualifications, and Requirements:**

- Proven ability to manage budget and staff effectively to achieve MLIB's objectives.
- Strong oral and written communication skills, with the ability to represent MLIB to industry, government, other First Nations, and the MLIB Membership.
- Demonstrated ability to engage and inspire MLIB Membership in land stewardship efforts.
- Tactful decision-making and judgment in addressing sensitive and complex issues.
- Knowledge of the values, culture, and aspirations of the McLeod Lake Indian Band.
- Familiarity with land governance, environmental standards, and industry practices, including forestry, mining, electricity, and tourism.
- Valid British Columbia Driver's License.
- Proficiency in Microsoft Word, Excel, and land management databases.
- Post-secondary education or equivalent experience related to land and human resources management.

**Travel Requirements:**

This position requires frequent travel between McLeod Lake, Chetwynd, Prince George, and Vancouver. The Director will spend approximately 40% of their time in Chetwynd and the remainder at the McLeod Lake office.

**Submit resumes and a cover letter to:**

**Attention: Human Resources**

Email: [hrdept@mli.ca](mailto:hrdept@mli.ca)

Posted: August 26, 2024

**Closing date: September 19, 2024.**