JOB POSTING: LANDS MANAGER
FULL-TIME POSITION

DEADLINE: OCTOBER 16TH, 2026

JOB SUMMARY:

The Lands Manager reports directly to the Chief Executive Officer (CEO) and is responsible for the effective management and administration of Kátł'odeeche First Nation (KFN) lands and resources, both on Reserve and within KFN's Traditional Territory.

The position provides technical and strategic advice on land use planning, leases and permits, environmental matters, development, negotiations, agreements, and regulatory requirements, while supporting implementation of KFN's Land Code, policies, and community priorities.

The Lands Manager works collaboratively with KFN leadership, departments, community members, consultants, government agencies, and external partners to advance KFN's lands and resources priorities.

DUTIES & RESPONSIBILITIES:

- Prepare proposals, reports, budgets, and funding applications to support the ongoing operations and projects of the Lands Department.
- Administer and monitor leases, permits, agreements, and land-related files, including outstanding fees, compliance requirements, and breaches of terms and conditions.
- Manage and maintain accurate lands records, documentation, databases, and filing systems.
- Process purchase orders, invoices, cheque requisitions, travel advances, and other financial documentation in accordance with KFN policies and procedures.
- Coordinate lands-related projects, activities, meetings, and communications, ensuring timely information is provided to the CEO, KFN Leadership, Membership, Indigenous and public governments, proponents, and other stakeholders.
- Provide technical and strategic advice to the CEO and KFN Leadership on land management, land use planning, environmental matters, development, leases, permits, and land-related agreements.
- Coordinate with consultants, contractors, government agencies, proponents, and other partners on lands and resources matters.
- Support the implementation of the KFN Land Code, Land Use Plan, policies, agreements, and community priorities.
- Identify opportunities and risks related to KFN lands and resources and provide recommendations to senior leadership.
- Perform other related duties as assigned by the CEO.

QUALIFICATIONS:

- Post-secondary education in Lands Management, Natural Resources, Environmental Studies, Planning, Business Administration, or a related field; or an equivalent combination of education, training, and relevant experience.
- Experience in First Nation lands management, land use planning, leases, permits, environmental matters, or related fields is considered an asset.
- Strong communication, analytical, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Ability to manage multiple priorities, meet deadlines, and work effectively in a changing environment.
- Ability to exercise discretion and maintain confidentiality when handling sensitive information.
- Demonstrated ability to develop and maintain effective relationships with KFN Leadership, Membership, government agencies, proponents, consultants, and other stakeholders.
- Knowledge of KFN's Land Code, land management practices, Indigenous governance, and/or First Nation land administration is considered an asset.
- Valid Class 5 Driver's Licence.

HOW TO APPLY:

Interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of CEO – Memory Murefu. Indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position. Salary is dependent on education and experience.

Application Deadline: October 16, 2026 @ 5:00pm

Interested candidates are required to submit a resume and cover letter in confidence to **CEO – Memory Murefu**

Email: kfnceo@katlodeeche.com or hand deliver to the Administration Office.