



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2  
tel 250.679.3203 • fax 250.679.3220

## **JOB DESCRIPTION – Lands Administrator**

### **The Organization:**

Once there were 32 Bands, there are now 17 Bands that make up the Secwepemc Nation. Each community has its own symbol that has deep cultural meaning. The Little Shuswap is also traditionally known as Skwlax, which translates to Black Bear in Secwepemcstin, the traditional language.

LSLB has unique vision and drive. The Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf and Le7ka Spa has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward. LSLB is Financial Management System (FMS) certified by the Financial Management Board.

We are looking for a support person to continue developing our nation in the Lands Administrator role here at Little Shuswap Lake Band in Chase, BC. If you are someone who values culture, prosperity, and engagement, we want to hear from you.

### **The Opportunity: A Day in the life of the Lands Administrator**

Under the general direction of the Lands Manager, the Lands Administrator provides administrative support, and other planning assistance for land use, lease management, land management and protection, and associated services for the Little Shuswap Lake Band Land's Department. You will:

- Assists the Lands Manager and Lands Officer in all facets of Lands Management where necessary such as research for law development, procedures, land use management policy, operational planning & evaluation.
- Assists the lands team with preliminary review and analysis of development applications for completeness and for conformance to planning, building, zoning and other appropriate land use and development plans.
- Makes site inspections on related infraction happening on leased lots with Lands Officer and under the direction of the Lands Manager, the Lands Administrator will be responsible for processing and registering lands instruments Eg. Administrative estate transfers, amendments, allotments, BCR's pertaining to instruments, death certificates, discharges, leases, licenses/permits, mortgages, right of way/easements, affidavits, Assessment of Matrimonial Real Property Statutory Declaration and will prepare all documents mentioned above.



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- Performs searches and has the ability to navigate the Indian Lands Registry System as required.
- Provides support to the Lands Manager and Lands Officer on Lease Management duties.
- Performs other related duties for the Lands Department.
- Prepares land encumbrance checks, and various documentation such as legal documents for land as required.
- Provides searches in the Indian Lands Registry System, in relation to Notice of Assignments, and prepares documentation for the Lands Manager and Lands Officer in relation to registering transactions into the Indigenous Service of Canada's registry. Maintains hard files of the registry and electronic.
- Reviews and prepares forms assuring accuracy with established policies and procedures.
- Types and edits general correspondence, memos, forms and reports using word processing software. Proofreads documents for correct use of grammar, spelling, punctuation and document format.
- Operates photocopier, makes and distributes copies of documents as directed, transmits information or documents to community members using computer, mail or fax machine.
- Maintains and files office documents, retrieves information from files and archive files for the Lands Manager and Lands Officer; removes outdated file materials, as needed.
- Performs related tasks or assignments as required.

**Requirements: What you bring to the organization:**

- Minimum of 2 years' experience in a lands department
- Acceptable Criminal RCMP Check
- Completion of secondary school is required.
- Preference will be given to individuals with post-secondary training.
- Class 5 Drivers License
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

**Our "Must Haves" that make you great:**

- Knowledge of office terminology, procedures and equipment.
- Ability to organize and prioritize workload.
- Ability to communicate clearly and effectively, both orally and in writing with Little Shuswap Lake Band staff members, Little Shuswap Lake Band members, and all levels of government.
- Ability to interpret, and apply Little Shuswap Lake Bands policies, regulations and procedures related to the land management and planning.
- Ability to execute effective customer service when interacting with the band members and general public.



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- General knowledge/ability to file accurately and track records to facilitate efficient retrieval.
- General knowledge/ability to operate and troubleshoot a variety of standard office equipment such as a photocopier, fax machine and printer.
- Ability to use computer applications to enter and retrieve data and edit a variety of correspondence, documents and reports.
- Ability to type at a reasonable rate of speed with a high degree of accuracy in typing and proofreading.
- Ability to research, analyze and interpret data.
- Knowledge of Little Shuswap Lake Band cultural protocols/traditional practices is desirable.
- Personal suitability: ability to cooperate and work with the Lands Management staff.

**What we will provide:**

- Part-time – permanent role
- Growth opportunities
- Competitive compensation package

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: gbowering@lslb.ca  
Fax: 250.679.3220  
In person: LSLB office  
1886 Little Shuswap Lake Road  
Chase, BC V0E 1M2

Or click the link below to directly apply.

<https://lslb.bamboohr.com/jobs/view.php?id=27&source=aWQ9Nw%3D%3D>

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. Deadline for applications will be 3:00pm – July 16<sup>th</sup>, 2021

***NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and***



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*conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*