



## JOB POSTING

**Title**                    *Stewardship Program Manager*

**Reports To**           *Stewardship & Lands Department Manager*

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Llenlénéy'ten (High Bar) First Nation is a Secwépemc community rooted in traditional knowledge, cultural strength, and a deep connection to the land. Our administration office is located in Clinton, BC, surrounded by the powerful landscapes of the Fraser Canyon-Cariboo region, offering rural living, stunning natural beauty, and a strong sense of community.

We're looking for a Stewardship Program Manager to join our team and lead the development and implementation of a long-term, comprehensive stewardship plan for our Nation, one that is grounded in community values, traditional knowledge, and best practices.

In this role, you'll work closely with the Stewardship and Lands Department Manager and the Stewardship and Lands Department, guiding the team in identifying environmental, cultural, and social priorities and building adaptive strategies to protect and enhance them. Your work will span everything from research and community engagement to strategic planning and reporting.

This is an opportunity to help build a sustainable framework that will shape how our Nation cares for its lands and resources for generations to come.

### Why Join Us?

At Llenlénéy'ten, you'll be part of a team that is dedicated to serving our community and supporting the governance, wellbeing, and future of our Nation. We offer a respectful and collaborative workplace, and the opportunity to build your career. Our office is based in Clinton, BC, where you'll find a welcoming rural community, access to outdoor recreation, and a strong connection to the land and culture that guides everything we do.

### Key Responsibilities

#### Strategic Leadership

- Lead the development and implementation of a comprehensive stewardship plan rooted in community values, traditional knowledge, and best practices
- Present relevant information and offer advice to senior leadership and related departments to support decision-making for land and stewardship

#### Program Design & Management

- Design and oversee a multi-phase planning process:
  1. Identify High Bar stewardship priorities and values
  2. Assess baseline conditions of valued components
  3. Establish thresholds and triggers for action
  4. Develop and implement management strategies to protect and restore values
- Ensure the framework remains responsive, adaptive, and interdisciplinary



# High Bar First Nation

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## Research & Analysis

- Conduct or commission environmental and socio-cultural assessments of traditional lands and surrounding areas
- Incorporate cumulative effects, wildlife corridors, range management challenges, and barriers to land access into stewardship planning
- Integrate historical and contemporary sources, including Indigenous knowledge, to inform stewardship practices

## Engagement & Collaboration

- Collaborate with Indigenous, government, and industry partners to advance stewardship goals
- Engage with High Bar First Nation community members (local and dispersed) to ensure planning reflects community needs, values, and principles
- Facilitate knowledge-sharing and education initiatives to strengthen community stewardship capacity

## Capacity Building & Education

- Develop and support training opportunities for community members in all facets of stewardship, including environmental monitoring and traditional knowledge restoration
- Support youth and elder engagement in stewardship planning and knowledge transfer

## Reporting & Accountability

- Prepare reports, presentations, and communications for High Bar First Nation
- Document lessons learned, progress, and adaptive management outcomes
- Maintain and update the strategic framework that guides land and stewardship planning

## Health & Safety

- Maintain safe and healthy workplaces in accordance with Canada Labour Code, Occupational Health & Safety regulations, Workers Compensation Act, and the Forest Safety Council to maintain a Safety Accord Forestry Enterprise (SAFE) Certified organization
- Ensure that employees have the proper training, equipment and supervision to ensure they are kept safe, especially in isolated workplaces

## Human Resources and Administration

- Manage team performance by setting expectations and review performance with staff; act as coach and mentor to address performance issues; and administer progressive disciplinary actions as required
- Ensure there is a system of checks and balances for the maintenance of accurate and confidential files and records; comply with reporting requirements
- Provide support in establishing operational policies for the program
- Participate in various community, council and committee meetings
- Establish and maintain annual operating budget and work to secure adequate revenue and funding

## Additional Responsibilities

- Other duties as assigned or required



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## Qualifications

### Education

- PhD in Environmental Science, Resource Management, Biological Anthropology, Indigenous Studies, or related field; or equivalent combination of education and experience
- Strong background in interdisciplinary research, cumulative effects assessment, and land-use planning

### Skills & Competencies

- Proven ability to lead long-term, multi-phase projects with multiple stakeholders
- Ability to work collaboratively with Chief and Council, staff, external experts, community members, and cross-functional teams to support research, planning, and decision-making
- Strong interpersonal skills, experience mentoring and leading field teams; able to work independently, manage deadlines, and handle confidential information with discretion
- Good knowledge of research methods, data analysis methods, and performance measurement and assessment
- Proficiency in Microsoft 365 (Word, Excel, Outlook, PowerPoint, SharePoint)
- Knowledge of resource management principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies
- Knowledge of High Bar First Nation history and culture, Indigenous Rights and Title, and an understanding of First Nations needs, issues, and community values
- Ability to develop policies and procedures
- Strong communication skills, ability to demonstrate report writing and presentation skills; ability to deliver accurate information in a timely manner
- Ability to exercise tact and diplomacy and to perform duties in a professional manner

### Experience

- At least 15 years' combined experience in environmental management, stewardship planning, or related roles
- Demonstrated experience working with Indigenous communities and integrating Indigenous knowledge systems into planning and management

## Compensation

The salary for this position starts at \$104,000 annually, commensurate with experience and qualifications. We also offer a competitive benefits package including extended health and dental benefits, and two weeks paid vacation, with additional time earned as you grow within the organization.

### Working Conditions

- This role involves a combination of office-based work and time spent on the land, including travel to remote and rural areas within High Bar First Nation traditional territory; candidates should be comfortable working in outdoor and sometimes rugged field conditions
- Works with a high degree of independence, with guidance and support available from the SLD Department Manager
- May require occasional non-standard hours to attend community engagement sessions, Council meetings, or time-sensitive fieldwork

### Conditions of Employment

- Must obtain and maintain a Criminal Records Check



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- Must obtain and maintain a valid class 5 BC Driver's License
- Must have a vehicle in good operating condition and appropriate vehicle insurance to and from work

## How to Apply

Interested candidates are invited to submit a resume and cover letter to [naturalresources@hbfm.ca](mailto:naturalresources@hbfm.ca) with the subject line Stewardship Program Manager Application. Applications will be accepted until April 17<sup>th</sup>, 2026 or until the position is filled.

*We appreciate the time and effort of all applicants and look forward to finding the right person to join our team. The duties listed are provided as examples of areas of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team-oriented and maintain confidentiality of all information gained while working with the Llenlénéy'ten (High Bar) First Nation.*