



Malahat Nation

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REFERRALS PROGRAM LEAD

REPORTS TO	Director of Stewardship	START	As Soon As Possible
COMPENSATION	\$78,334.85 to \$80,684.89 per annum (NEE: 24) to \$85,545.63 to \$88,112.00 per annum (NEE: 27) <i>- the above rates are subject to education, experience, and/or a combination of both.</i>	STATUS	1 - Fulltime Permanent <i>35-hours per week</i>

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation has been dedicated to protecting and understanding the local land & marine environments since time immemorial and must be a part of building the understanding required to manage these valuable resources effectively. Malahat Nation is seeking a dedicated and hard-working Referrals Program Lead with experience working with Indigenous communities in Stewardship initiatives. A commitment to cultural safety that reflects Malahat values and Coast Salish teachings. Our staff are offered opportunities for professional growth and development.

PURPOSE: Reporting to the Director of Stewardship, the Referrals Program Lead is responsible for overseeing the Referrals Program, receiving, triaging, researching, coordinating, responding and data entering all outside agency and private referrals involving projects and initiatives in Malahat's territory (including marine territory) that may lead to unacceptable impacts to Malahat Nation and its members. *This position is full time permanent position and will require work in the office as well as moderate local travel, with potential to work remotely.*

RESPONSIBILITIES:

- Lead the Referrals Program including the management and organization of electronic and physical documents into tracking database and designing and implementing the referrals policy
- Assist in the hiring process for Referrals Program staff in collaboration with Human Resources.
- Direct, supervise, monitor, and evaluate performance of employees and discipline where necessary in accordance with the Human Resources Policy
- Assist in coordinating and administering the Referral Program and managing program deliverables, including the development of the Referrals Program strategic goals and work plan
- Assist in program delivery and project coordination for various initiatives under the environmental stewardship, heritage and culture and rights and title service areas
- Assess referral for potential impacts to Malahat's Title and Rights, and for potential environmental, cultural, or socio-economic impacts, and assign a priority for response
- Develop response letters, involving political, legal, environmental, and community perspectives
- Coordinate site visits to referral location(s), complete environmental assessments to determine impacts of proposed actions, and develop recommendations to decrease level of impact
- Meet with local elders and community knowledge holders as required to gather relevant information to inform referral responses
- Participate in community engagement meetings and events
- Participate in inter-governmental meetings, ensuring Malahat's interests are being upheld and considered within policies, regulations and laws
- Participate in a variety of internal and external committees and working groups
- Prepare funding proposals, reports and other technical memos to support program initiatives in the various service areas under the Stewardship Department
- Manage budgets and report regularly on the progress of the Referral Program and any associated lands projects
- Present briefings for Malahat Chief and Council in collaboration with the Director of Stewardship
- Conduct project management responsibilities, including invoice reconciliation and budget management for the various initiatives under the referrals, environmental stewardship and/or culture and heritage service areas
- Receive and respond to community input, feedback and concerns
- Other related duties as required

FOUNDATIONAL KNOWLEDGE REQUIRED:**Indigenous Perspective:**

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture

Western Ways:

- Bachelor's degree in environmental science, Political Science, First Nations Studies, Governance, Geography and / or related field is required
- Minimum of 3 years of demonstrated relevant experience
- Current Criminal Record Check (CRC) including vulnerable sector search mandatory
- Valid BC Driver's License and reliable vehicle required

Other Education & Experience:

- Masters in related field is preferred
- 5 years of referrals experience is preferred
- Combination and/or courses in legal training is considered an asset

SKILLS, KNOWLEDGE, & ABILITIES:

- Extensive knowledge of federal, provincial and local government regulations, including familiarity with the United Declaration on the Rights of Indigenous Peoples (UNDRIP), Calls to Action of the Truth and Reconciliation Commission (TRC), Section 35 of the Constitution Act, and the Provincial Declaration on the Rights of Indigenous Peoples Act (DRIPA)
- Experience working in a professional workplace and being an effective team member
- Experience in the identification and evaluation of information required to support decision-making processes on major projects, programs, or other high-profile initiatives
- Experience in coordinating multiparty stakeholder engagement
- Experience managing multiple work priorities under pressure and within timeline constraints
- Experience in planning and coordinating projects using project management principles and tools
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset
- Proficiency in a variety of computer programs, including Microsoft Office, IMAP, GEOBC, airtable
- Competent organizational and time management skills, with a strong attention to detail
- Proven well-developed inter-personal, written and oral communications skills
- Dependable, motivated and demonstrates a strong work ethic

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: 4:00PM, Tuesday, May 26, 2026