Employment Opportunity

WESTBANK FIRST NATION

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Environmental Project Coordinator – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About This Opportunity

The Environmental Project Coordinator coordinates, administrates, and supports the development and implementation of initiatives relevant to conservation, stewardship, and environmental programs. Reporting to the Director of Intergovernmental Affairs and Tittle & Rights, the Environmental Project Coordinator coordinates relevant programs and initiatives across WFN and its traditional syilx territory. This position works closely with a team of specialists to balance modern ecological science with traditional knowledge to protect land, water, wildlife, and community resources. This role coordinates between internal departments, external consultants and entities, and leadership – ensuring projects, documentation, and communications are organized, tracked and delivered effectively.

What This Role Does:

- Designs and executes work plans, manage project schedules, oversee budget planning, financial tracking, and reporting requirements
- Tracks project progress and adjust strategies as needed to meet objectives
- Coordinates engagement, facilitate workshops, host membership and community engagement, and report and integrate relevant input and findings within projects and initiatives
- Builds cooperative relationships with local groups, NGOs, governments, and First Nations partners
- Works with Elders and community members to integrate traditional ecological knowledge (TEK) into projects and initiatives
- Ensures that the use of TEK respects cultural protocols and enhances the relevance and accuracy of projects and initiatives
- Oversees restoration tasks and stewardship responsibilities
- Tracks project budgets and consultant invoices
- Develops educational and engagement materials and workshops to build community capacity in Natural Resources & Stewardship

Must Haves:

- Bachelor's or technical degree in Natural Resource Management, Environmental Science, Biology, Geography, or a related field
- Diploma or professional certification in Project Management
- Minimum of 3 years of hands-on experience in environmental project coordination, project management, working in a multi-disciplinary environment
- Minimum of 5 years of professional knowledge of environmental land use policies, regulations, and legislation
- Criminal Record Check with results acceptable to WFN
- Must hold and maintain a valid Class 5 BC Driver's License with a clean driver's abstract
- Physical ability to periodically perform outdoor fieldwork as needed

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The median salary for this position is $80,947

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at https://www.wfn.ca.

All applications must be submitted through our Employment Opportunities page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, November 22, 2026.