



# BRIDGE RIVER INDIAN BAND

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## JOB POSTING

### Indigenous Community Liaison

[Bralorne Mine Project]

The Indigenous Community Liaison (ICL) will be responsible for ensuring that Indigenous employees have dedicated support within Talisker Resources Ltd. (Talisker) human resources program. Working together in communication with assigned representatives from Xwísten and Talisker, the ICL shall coordinate the attraction, recruitment, and onboarding of Indigenous employees at the Bralorne Mine site, owned and operated by Talisker. The ICL role will also consist of keeping track of all files, meetings minutes, personnel files, arranging meetings and gatherings, following up on issues, preparing reports, and making presentations. This position is a part-time contract based on 25 hours of work weekly which may fluctuate at times as needed. A full job description is available upon request.

#### Duties and Responsibilities Summary:

- Develop a communication strategy to ensure that vacant positions within Talisker, or any subcontractors, are advertised within the community and assist interested candidates with their application.
- Interface with the employment and training staff at Xwísten and Bralorne (Talisker).
- Be the single point of contact to support consistent implementation of Indigenous employment at the Bralorne Mine site.
- Interface with the employment and training staff at Xwísten and Bralorne Mine (Talisker).
- Interview applicants to determine their vocational skills, interests, and employability.
- Ensure that Indigenous employees have dedicated support within Talisker's Human Resources Department.
- Support the coordination and delivery of onsite training, job placements, counseling, and human resources support for Xwísten members and other Indigenous applicants.
- Support the reduction of any logistical barriers, such as transportation to and from the Permitted Area, for Xwísten members, with the aim of attracting and retaining Xwísten talent.
- Provide advice and feedback to both Xwísten and Talisker about how to better align the employment program, exploration, and mining activities to attract and retain Xwísten talent.
- Monitor cultural safety and sensitivity at the Bralorne Mine site, and any other areas to which Indigenous persons employed by Talisker have been assigned to.
- Work closely with the Xwísten Economic Development Coordinator.
- Undertake other duties, from time to time, as may be requested by the Xwísten Administrator

#### Qualifications:

- Grade 12 education
- Experience in managing people, projects and or learning programs.
- Good working use of computers, Word, Excel, PowerPoint, Outlook.
- Ability to understand and develop budgets and follow through accordingly.
- Ability to work alone and without supervision.
- Ability to speak in front of small and/or large groups.
- Possess a valid BC Class 5 Drivers Licence with access to a reliable insured vehicle.
- A clear criminal record check is required as a condition of employment.

Pursuant to Section 42 of the BC Human Rights code, preference shall be given to applicants of St'at'imc ancestry or other Canadian Indigenous ancestry.

**Wage Range:** up to \$35/hr depending on skills & experience.

#### Closing Date for Applications: Open until filled

While we welcome all candidates, only those selected for an interview will be contacted

#### Please send cover letter and resumé via email to:

Gary Forsyth, Administrator

Email: administrator@xwisten.ca

Fax: 250-256-7999