



BRIDGE RIVER INDIAN BAND

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JOB POSTING

HERITAGE PROGRAM LEAD

Full-time

The Heritage Program Manager coordinates Xwísten Lands Department's cultural heritage programs, leading a team to conduct field assessments, managing projects and contracts, and preparing technical reports. This position serves as a key senior position in the department, working with Xwísten leadership, and diverse partners on to protect and preserve archeological, cultural and heritage resources.

Candidates who are eager to learn and passionate about protecting cultural heritage are encouraged to apply, even if they do not meet every requirement. We are committed to working with the right person to build the skills needed to succeed in this role.

Responsibilities and Experience:

- Coordinate and supervise a team of field staff to conduct cultural heritage field assessments, including mentoring staff in the field.
- Prepare and review technical heritage reports, impact assessments, and recommendations.
- Apply and uphold the St'át'imc Land Use Plan, Heritage Code, and other relevant St'át'imc policies, protocols, and guidelines in all heritage program activities.
- Develop and manage program budgets, track expenditures, billable hours, and ensure projects are delivered on time and within budget.
- Maintain organized records, databases, and filing systems for all heritage program activities.
- Represent Bridge River Indian Band at technical meetings, consultations, and community engagement sessions, as required.
- Develop proposals and funding applications to support heritage program initiatives.
- Manage contracts and agreements with industry proponents, consultants, and government agencies related to heritage referrals and assessments.

Required Knowledge and Skills:

- Strong knowledge of Xwísten's values.
- Strong knowledge of St'át'imc culture, history, and heritage resources.
- Exceptionally organized with strong attention to detail and the ability to manage multiple projects simultaneously.
- Familiarity with GIS mapping software.
- Demonstrates strong written and oral communication skills, including the ability to prepare clear technical reports and deliver effective presentations.
- Flexible and adaptable to changing priorities.
- Willingness to work extended hours when required.

Required Qualifications:

- 3+ years of experience in cultural heritage management, archaeological assessment, or a related field.
- Demonstrated experience developing technical reports, impact assessments, and related documentation.
- A combination of relevant education and hands-on experience in cultural heritage, natural resource management, conservation, or a related field.
- Demonstrated experience coordinating field assessments and managing heritage-related projects.
- WorkSafeBC – Level 1 First Aid certification.
- RISC – Archaeology and Culturally Modified Tree (CMT) Inventory Certificate

Salary: \$30.00 to \$38.00 Based on experience

Closing Deadline: March 13, 2026

Fax Cover Letter with references and Resume to:

Gary Forsyth, Band Administrator

Fax: 250-256-7999

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