



**DWB Consulting
Services Ltd.**

CRGL/DWB is a newly merged consulting firm specializing in services and solutions for the resource sector. With a close-knit team, a diverse client base, and a strong reputation for quality and service, the company operates offices throughout British Columbia.

Overview:

We are seeking applications for full-time **Indigenous Engagement Coordinators** that will, participate in various large-scale, lineal projects in northern British Columbia overseeing Indigenous engagement and environmental stewardship. This role is ideally based out of our **Prince George, Smithers or Terrace** office; however, working out of any of our Chartwell/DWB offices will be considered. The ideal Candidate will play a key role in supporting communication, collaboration, and planning efforts with First Nations communities across British Columbia. As part of a regional team, you will lead the development and delivery of local engagement initiatives. Your work will ensure that engagement strategies, resources, and activities are well-coordinated, effectively integrated, and aligned with both strategic priorities and operational needs.

Location:

This role is based in Prince George, Smithers, Terrace, or one of our other offices.

Job Responsibilities:

The key responsibilities for the Indigenous Coordinator include:

- Assisting Guardian Program initiatives to ensure First Nations involvement and support across project areas.
- Supporting coordination with Indigenous communities to develop culturally sensitive and environmentally responsible protocols.
- Managing communications and reporting between Land Guardians, owners/proponents, and contractors to ensure compliance and timely resolution of environmental concerns.
- Assisting in organizing training programs in partnership with Indigenous educational providers to build capacity in safety, fieldwork, and reporting skills.
- Supporting the facilitation of biannual community engagement events involving Indigenous leadership, elders, and youth.
- Collaborating with internal and external stakeholders to ensure positive community relations.
- Monitoring and reporting on community feedback and concerns to the project team.
- Supporting Indigenous-owned businesses and partnerships to improve program delivery and logistics.

Qualifications:

- A degree or diploma in a related discipline is preferred.
- A minimum of 3-5 years of relevant experience in Indigenous community engagement, environmental stewardship, or governance.

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- Experience working with Indigenous communities in a resource development, environmental stewardship, or governance capacity will be prioritized.
- Strong knowledge of Indigenous cultural protocols and experience with the requirements of large capital projects
- Excellent communication and coordination skills with the ability to engage diverse stakeholders.
- Proven ability to manage program logistics, reporting, and safety practices.
- Field experience and training in relevant safety certifications are a strong asset.

Key Skills & Abilities

- Ability to work effectively within a dynamic team environment
- Proven experience building and maintaining respectful relationships with Indigenous Peoples
- Knowledge of First Nations consultation and engagement processes
- Strong project management and administrative skills with a track record of meeting deliverables
- Experience planning and coordinating training sessions
- Excellent organizational skills, including the ability to prioritize tasks, work under pressure, and meet deadlines
- Demonstrated tact, diplomacy, and professionalism in influencing, collaborating, and building consensus
- Ability to direct and coordinate the work of consultants involved in related projects
- Proficiency in MS Word, Excel, PowerPoint, Outlook, Teams, and SharePoint
- Willingness and ability to travel to Indigenous communities and lead meetings and presentations

Compensation:

The pay range for this position is **\$32–\$45** per hour, commensurate with experience and qualifications.

Application:

Please submit your resume and cover letter to resumes@dwiconsulting.ca, including “**Indigenous Engagement Coordinator**” in the subject line.

We appreciate your interest in CRGL/DWB. Only candidates selected for an interview will be contacted.