



NNTC Job Posting – GIS Trainee

About the role:

Nlaka'pamux Nation Tribal Council (NNTC) is seeking a (1 year) fixed-term Geographic Information System (GIS) Trainee with a potential opportunity to renew or move to a permanent role. This position can be based out of Lytton or Kamloops, BC. We are looking for an individual who is interested in GIS and furthering their education by taking an online GIS course through an accredited post-secondary school (Okanagan College), or someone who has taken GIS courses and is looking to gain meaningful experience.

Reporting to the GIS Analyst, the GIS Trainee will:

- Be committed to the protection and advancement of Nlaka'pamux title and rights.
- Commit to completing GIS Advanced GIS Certificate Course (online) through Okanagan College <https://www.okanagan.bc.ca/advanced-gis-certificate>
- Develop GIS skills through on the job training
- Complete data entry, maintenance, and management tasks as requested
- Work with ESRI ArcGIS software and apps, including ArcGIS Enterprise Server, ArcGIS Online, ArcGIS Pro and ArcGIS Field maps
- Assist with the creation and maintenance of the NNTC digital map inventory
- Conduct quality assurance on digital products and deliverables to ensure continuity, integrity, and compliance with standards
- Support the development of new databases and enhance/maintain existing ones, using consistent approaches and methodologies
- Produce maps, spatial data, and other deliverables in accordance with NNTC standards as requested
- Provide written and oral progress reports as needed
- Complete other tasks, as assigned

Requirements:

- An interest in Nlaka'pamux culture, values and language
- An interest in GIS
- A current and valid Canadian Driver's License
- Completion of Grade 12 or equivalent
- Basic MS Office skills, including Excel

What makes you exceptional:

- Integrity, accountability, and an understanding of confidentiality
- Good organizational skills (time management, record keeping, follow-up)
- Good attention to detail
- Interest in learning and problem-solving
- Ability to work independently, as part of a team and asking for help when needed
- Ability to meet deadlines

NNTC's total rewards package:

- Employee centered with opportunities for personal development and growth
- Flexible work arrangement

Rate: \$25 per hour for coursework and on the job training

Submit your cover letter and resume to:

Email: spedlar@nntc.ca

The deadline for applications is January 24, 2025.

We thank all applicants for their interest, we will only be contacting those applicants selected for an interview. Please self-identify as preference will be given to Nlaka'pamux and First Nations candidates.