



**BIGSTONE CREE NATION ADMINISTRATION  
EMPLOYMENT OPPORTUNITY  
Permanent Full Time GIS Consultation Technician**

---

Bigstone Cree Nation is seeking a highly motivated, punctual individual for the position of a GIS Technician to work with the Consultation department in the community of Wabasca, Alberta. The individual must be well organized with the ability to work independently, have the ability to multi-task, possess strong work ethic, and the willingness to train. The incumbent must specialize in the consultation department due to the high urgent demands of tracking oilfield, logging activity etc.

**DUTIES/RESPONSIBILITIES:**

A GIS (Geographic Information System) technician is a type of geospatial professional who uses computers to manage, create, update, analyze and visualize geospatial data

- Collecting, processing, validating data on Louis Tool Kit program;
- Manage, protect and add Bigstone Cree Nation historical cultural sites onto data base;
- Creating maps upon request;
- Download data from GPS and input onto spreadsheets;
- Importing all shape files provided by proponents;
- Communication is key with all co-workers also with Alberta reps;
- Use mapping, GPS, and aerial imagery, and incorporate it into construction plans and reports;
- Use and analyze GIS and GPS data to create detailed maps, site plans, and site profiles;
- Create, update and analyze database management;
- Compiling reports using all available GIS and GPS data sources;
- Other duties as requested.

**QUALIFICATIONS:**

- Office Administration certificate or minimum of grade 12 with 3 years office experience;
- Specialize in Geographic Information Systems (GIS) technology;
- Strong interpersonal skills;
- Be respectful, honest, and trustworthy; demonstrate sound work ethic;
- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Maintain high degree of confidentiality;
- Valid Alberta Driver's license, and reliable transportation;
- Excellent problem-solving skills;
- Team player;
- Ability to travel when required.

**Submit cover letter, resume, and criminal record check to:**

Gilmen Cardinal, Consultation Manager  
Bigstone Cree Nation  
Box 960 Wabasca, AB, T0G 2K0  
Email: [gilmen.cardinal@bigstone.ca](mailto:gilmen.cardinal@bigstone.ca)  
Tele: 780-891-3836  
Fax: 780-891-3888

Posted: February 15, 2024

Until a suitable candidate is found