



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

Position Title: Qwelminté-Secwepemc (QS), Government to Government (G2G) Coordinator
Department: Natural Resources Department
Supervisor: Natural Resources Manager and Supervisors
Terms: Full-time Term position, 2 years, with an option to extend or renew.
Job Reference #: 2019-022

BACKGROUND:

The Qwelminté – Secwepemc is a collective united through the Qwelminté- Secwépemc G2G Letter of Commitment. We stand poised at a moment of transformation, a time to transcend the failed systems of consultation and engagement past and move into a new era. We are a collective of 7 signatories from three historic divisions of the Secwépemc Nation, working collaboratively and committed to engaging across a spectrum of our rights and responsibilities relating to our lands and resources (Tmicw). The QS-G2G Coordinator will be responsible for ensuring that Tk'emlúps is fulfilling its participatory role and commitments to the QS-G2G LoC to the highest standards possible.

PURPOSE OF POSITION:

The purpose of the QS-G2G Coordinator will be to act as a liaison and primary point of contact between Tk'emlúps Leadership, QS Office team, QS signatory communities, various TteS departments and where required - the Province. This will be achieved by communicating and coordinating the various strategic initiatives and work required to successfully advance the implementation of the QS-G2G Letter of Commitment (LoC). The G2G Coordinator will attend meetings and support the G2G Forum by engaging regularly with the various interjurisdictional tables provided for under the QS-G2G LoC which includes the following: Leadership Council, the QS Joint Council, the G2G Senior Council, Secwepemc Title and Rights Table, the Shared Decision-Making Table, the Secwepemc Economy Table, the Secwepemc Cultural Revitalization Table, and the QS Technical Working Group/G2G Operations Table. Moreover, the QS G2G Coordinator will be integral in facilitating, supporting, and contributing to work required to advance the QS-G2G LoC towards a long-term recognition agreement to transcend the QS-G2G LoC.

DUTIES AND RESPONSIBILITIES:

Coordinates and liaises with external agencies and institutions as required for successful implementation of the QS-G2G LoC; oversees and facilitates the development of associated strategic initiatives/projects; (95%)

- Acts as a primary point of contact and liaison and facilitates the supporting work required for the successful implementation of the QS-G2G LoC.
- Attends and participates in, and occasionally organizes, meetings, working groups and other related tables as required by the QS Office/LoC.
- Works internally with Tk'emlúps Chief and Council and staff in the communication of all correspondence received related to the QS-G2G LoC and distributes accordingly.

- Develops written reports and recommendations as per the progress of the implementation of the QS G2G LoC.
- Provides strategic advice to the Tk'emlúps Chief and Council as well as the QS Office on matters pertaining to land and resource issues, economic and governance interests, including Aboriginal rights and title.
- Researches, compiles, analyzes and updates relevant strategic initiative/project data as required.
- Builds relationships, coordinates, organizes and monitors various stakeholders to ensure strategic initiatives and projects provided for under the LoC are completed as agreed.
- Supports the implementation of the QS-G2G Work Plan and Interim Engagement Approach.
- Directs and works cooperatively with staff as required.
- Responds to all QS-G2G LoC inquiries.
- May be responsible for managing funds relating to the agreement on special projects, from time to time.
- Is available for flexible hours/non normal-shifts where required based on role, travel, and other project requirements.
- Maintains confidentiality on all Tk'emlúps te Secwepemc and QS-G2G LoC related matters.

POSITION QUALIFICATIONS:

Education/Training/Certification

- Must have a completed bachelor's degree in Political Science, Law, First Nations Studies, Education, Natural Resources or a related discipline, and/or or a minimum 3-5 years' work experience in a similar work environment or an equivalent combination of education, training and/or experience.
- Microsoft & Windows computer training.
- 2-5 years working in a First Nations setting or organization.
- 2-3 years of administrative experience.
- 2-5 years working in Aboriginal Title and Rights, Communications, Education, Lands & Resources Management.
- Must hold a current and valid, BC Driver's license.
- Must pass Criminal Record Check.

Other Qualifications, Knowledge and Skills

- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Working knowledge of contracts and processes, policies and program delivery.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze and resolve issues.
- Ability to establish communication mechanisms to ensure staff, colleagues and stakeholders are regularly informed.
- Project management training an asset.
- Extensive experience working with and for Secwépemc First Nations is an asset.
- Applicants should have a strong understanding of Secwepemc culture, tradition and history.

Hours of Work: Normal shift for these positions is 7 hours per day, there will be extra hours required for project deadlines and additional travel or meetings, non-normal shifts may be required from time to time.

Pay Grade: As per current TteS salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

Deadline is Thursday April 18, 2019 to be received by 2:00 PM

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way

Office Hours are Monday to Friday, 8:00 AM to 4:00 PM

Closed for Lunch from 12:00 PM to 1:00 PM