Employment Opportunity

Treaty Coordinator

Reference No. TRE–ADM-COO-0619

PURPOSE: Reporting to the Treaty Manager, the Treaty Coordinator will be responsible for providing administrative support to the Treaty Manager and Treaty Negotiator and coordinate Treaty related projects and initiatives. This position is a 1.0 FTE, and works primarily in the office with moderate local travel required.

RESPONSIBILITIES:

- Support the Treaty Manager and Treaty Negotiator with a variety of clerical duties
- Prepare documents as required such as correspondence, reports, newsletter inserts and assessment documents
- Schedule and coordinate appointments for both the Treaty Manager and Treaty Negotiator with community members, staff, and external organizations
- Manage flow of information, and ensure pressing issues are brought to the attention of the Treaty Manager and Treaty Negotiator
- Oversee the physical and electronic treaty files and documents
- Record and transcribe meeting minutes for a variety of treaty related committees and working groups
- Coordinate details for treaty related community meetings, working groups, and or events such as agendas, confirming attendance, venue, and other relevant details
- Receive, review, and respond to incoming project change orders as needed throughout the project/initiative
- Coordinate with other internal departments, outside agencies or organizations to receive and process required documents for Cowichan specific treaty related projects/initiatives
- Prepare agenda items and reports for treaty related committees
- Participate in a variety of treaty related internal and external committees and working groups as directed by the Treaty Manager
- Oversee the administration of the Treaty department social media page
- Support and promote communication with the Cowichan membership
- Educate community members on treaty process, HTG negotiations and Cowichan specific treaty related initiatives as required
- Utilize cost effective communication methodologies to ensure community members receive up to date and accurate treaty related information
- Assess current conditions or positions of treaty and prepare reports and communication updates to address community member issues
- Maintain the Treaty EndNote historical data base including the scanning and data entry of new documents and information and respond to requests to retrieve scanned documents in the EndNote historical data base
- Other related duties as required

EDUCATION AND EXPERIENCE: ***(please attach all required documents)***

- A level of education, training and experience equivalent to graduation from a recognized Bachelor's program in First Nations Governance or a related field
- 3 years' experience in project coordination preferably in a treaty related field
- 3 years' experience in office administration and communications
- Academic and or work experience related to the field of research or historical data base considered an asset
- Valid BC Driver's License and reliable vehicle

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan culture, customs, teachings, and traditions
- Knowledge of Indian Act, Treaties, Law, legislation, regulations and government organizations, treaty related agencies
- Knowledge of Cowichan Tribes internal departments and programs
- Strong demonstrated project management and consensus building skills
- Well-developed written, oral, interpersonal skills and organizational skills.
- Demonstrated computer competence with MS office Suite programs and data base programs
- Strong communication, presentation, facilitation, interpersonal, and problem solving skills
- Time management skills with the ability to coordinate different projects simultaneously
- Ability to research and compile detailed information

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: **Reference No. TRE-ADM-COO-0619**
Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1
Email: resume@cowichantribes.com
Website: http://www.cowichantribes.com/employment
Deadline: **Friday July 5, 2019 @ 4:00 p.m.**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance but only those selected will be contacted.