Employment Opportunity
Treaty Negotiator Assistant
Reference No. TRE-ADM-TNA-0422

PURPOSE: Reporting to the Treaty Manager, the Treaty Negotiator Assistant provides support to the Treaty Negotiator with the current treaty negotiation process and strategies. This position is responsible for researching, gathering and preparing materials on treaty negotiations, oral history in relation to overlapping claims and land selection in relation to Cowichan traditional territory. This is a 35 hour per week permanent position that works primarily in the office with some local travel required.

RESPONSIBILITIES:
- Supports and assists the Treaty Negotiator at the negotiation table
- Reviews correspondence related to the Hul'qumi'num Treaty Group negotiations and treaty related matters specific to Cowichan
- Researches matters that are related to current treaty and tripartite negotiations, aboriginal rights and title, overlapping claims and land selection
- Supports the Treaty Negotiator with treaty related initiatives including community engagement
- Assists the Treaty Negotiator with gathering, reviewing and analyzing treaty related materials, positions, and government mandates
- Travels and attends negotiation meetings and treaty related initiatives
- Provides administrative support to the Negotiator
- Under the mentorship of a Database Contractor, develops a thorough understanding of the EndNote Treaty historical database
- Conducts various methods of research and reviews
- Maintains the treaty EndNote database including scanning and data entering new information
- Works closely with the consultant to ensure accuracy of data input and tracking into the EndNote data base
- Responds to requests to retrieve scanned documents in the EndNote database
- Performs other Treaty related duties/functions as assigned

EDUCATION AND EXPERIENCE: *(please attach all required documents)*
- Degree in Negotiations/Research or a related field
- Equivalent gained from a combination of related experience, training and education may be considered
- Two (2) years' working experience in Administration with specialized software/computer databases
- Business Administration Certificate or Diploma is considered an asset
- Experience with EndNote database is considered an asset
- Experience working in a First Nations community is an asset
- Valid BC driver's license and reliable vehicle
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. Employees must show Proof of Vaccination as a mandatory condition of their employment.

SKILLS, KNOWLEDGE, AND ABILITIES:
- Comprehensive knowledge of Indigenous issues, BC Treaty Negotiation Process and the Hul'qumi'num Treaty Group negotiations
- Knowledge of Cowichan language, culture, and teachings and/or strong desire to learn
- Extensive computer skills, internet and Microsoft Office programs
- Ability to research and compile detailed information
- Strong interpersonal, verbal, and written communication skills
- Strong organizational and time management skills
- Ability to multitask and prioritize work load to meet deadlines
- Ability to work collaboratively and independently, accurately and problem solve technical and methodical issues that arise
- Ability to apply research techniques, methodology and logical critical analysis
- Ability to maintain confidentiality of information and adhere to Cowichan Tribes policies

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.

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Reference No. TRE-ADM-TNA-0422
Cowichan Tribes Human Resources Department
Email: resume@cowichantribes.com
Website: http://www.cowichantribes.com/employment
Deadline: 4:00 p.m. Friday April 15, 2022

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