

# Job Posting



**Title** *Self Government Coordinator*

**Reports To** *Treaty Manager*

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The Canoe Creek Band is looking to hire an individual to fill the position of Self Government Coordinator. This is a full time position.

The Self Government Coordinator contributes to the overall success of the organization by working to negotiate and prepare the community for a post Treaty self governing environment in accordance with the vision, mission and objectives of the organization.

## **Duties and Responsibilities**

Researches ; Ensure Aboriginal Rights and Title are protected; Supports treaty negotiations; Provides technical assistance to treaty team on self government; Attends and reports at all regularly scheduled band meetings; Organizes and facilitates community consultation; Participates in community development and capacity building and in committee, working group at the band and intergovernmental levels; Develops and maintains work plans for Self Government department; Explains and interprets federal and provincial policies; Other duties as assigned or required

## **Qualifications**

### **Education:**

- Graduation from Grade 12

### **Competencies:**

The candidate should demonstrate competence in some or all of the following:

- Adaptability- accepts change in the workplace; Problem Solving - Uses critical thinking skills to solve problems and achieve effective solutions and thinks outside of the box ; Accountability - Holds self accountable for achieving goals; Communicating Information - Communicates and discusses with team, critical information including rationale behind decisions; Quality - Sets and attains quality standards that meet or exceed requirements

### **Skills and Abilities:**

- Microsoft Office – Intermediate
- Ability to analyze and evaluate using innovative thinking and creativity to find answers
- Strong administration, conflict resolution, time management, interpersonal communication, proposal preparation, and negotiation skills.
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

### **Experience:**

- One to two years working in a related capacity to support Treaty process

### **Conditions of Employment**

- Criminal Records Check
- Valid BC Driver's Licence
- Own a vehicle in good operating condition with appropriate insurance

Must contact Treaty Receptionist for a '**job application form**' which is to be completed and returned prior to interview.

Only those applicants who fit the criteria will be contacted for an interview.

Wage will be based on experience and qualifications.

The position will start soon after the interviews.

**Deadline: June 24, 2009 4:30 pm**

**Send resume with a cover letter to:**

**Attn: Treaty Manager, Canoe Creek Indian Band,  
General Delivery, Dog Creek, B.;C. V0L 1J0**