



Shuswap Nation Tribal Council

Secwepemc-BC Hydro Protocol Agreement Coordinator

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a dynamic individual to fill the position of Secwepemc-BC Hydro Protocol Agreement Coordinator for a one year term with the possibility of a renewal.

The Position:

The Secwepemc-BC Hydro Coordinator will be the principle point of contact between the 11 signatory bands and BC Hydro. This individual will provide administrative support to all work, negotiations and decision-making relating to the advancement of the Secwepemc-BC Hydro Relationship Protocol Agreement; including supporting the Joint Council Executive Committee, Steering Committee, and Technical Working Groups; and coordinating communications with the 11 signatory communities. The Secwepemc-BC Hydro Coordinator will be accountable and report to the Secwepemc Co-Chair and the BC Hydro Co-Chair of the Joint Steering Committee. Facilities and support will be provided by Shuswap Nation Tribal Council.

Relevant Knowledge and Abilities

- Demonstrate ability to multi-task, manage time, set priorities effectively under deadlines and problem solve.
- All logistics and arrangements relating to meetings, agendas, meeting invitations, venues and travel;
- Take and circulate meeting minutes to all relevant parties as required;
- Administrative support to committees and working groups as required;
- Budget tracking and reconciliation for the committees and working groups, consistent with the annually approved budget and work plan;
- Executing communications and community engagement activities at the request of, under the direction of and with the support of the Joint Steering Committee;
- Knowledge of SharePoint, a website be used for communications as well as document storage and retrieval.

Requirements and Qualifications:

- Extensive experience in communications, preferably for a First Nations organization;
- Completion of grade 12 or equivalent.
- Minimum of 2 years' experience in an office environment, or equivalent combination of education, training and experience.
- Strong writing, minute-taking, editing and proofreading skills essential, including ability to present concepts proficiently;
- Good knowledge of website management (content, updates, etc.);
- Experience with Microsoft Office programs required; experience in photo editing, graphics and layout programs an asset;
- Must be a confident communicator and presenter;
- Knowledge of First Nations political, policy and legal issues; and
- Understanding of Secwepemc culture, history and traditions an asset.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

Internal and External

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as *one* Word document) referencing **Secwepemc BC Hydro Protocol Coordinator** in the **email subject line**, by email to (sntcadmn@shuswapnation.org) by noon on May 13th, 2019.

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.