

Job Description

Title *Urban Regional Liaison (Term Position)*

Reports To *Treaty Team Coordinator*

Job Summary

The Urban Regional Liaison works with and represents the interests of the off-reserve (urban) membership in the treaty process. The Urban Regional Liaison sets up meetings with off-reserve members, identifies and records interests and provides the feedback to the Treaty team. The Urban Regional Liaison participates in a variety of committee, Treaty and working group meetings. The Liaison has a strong role in maintaining communication with other Urban Regional Liaisons, with Treaty team members, and provides input to newsletters. These positions will be located in Vancouver-Lower Mainland and Kamloops.

Reports to

Treaty Team Coordinator

Duties and Responsibilities

Community Liaison

1. Represents the off-reserve interests by facilitating meetings with participants, developing relationships and gathering information to bring back to the Treaty team
2. Organizes and hosts urban meetings
3. Documents and provides written summaries of meetings
4. Communicates urban concerns to the Treaty Team that will inform the NStQ Final Agreement negotiations

Communications

1. Attends technical/side table working group meetings, as required
2. Writes and submits progress reports to the office and for the Lexeyem, as well as collating and preparing mail outs.
3. Researches and reviews treaty related material
4. Keeps urban members up-to-date on the progress of negotiations and relevant NStQ community events
5. Hosts and participates in urban committees, working groups, strategy and planning sessions
6. Communicates with other Urban Regional Liaisons
7. Provides written reports to the Treaty Team Coordinator monthly
8. Provides and updates website/social media content as required
9. Produces an end-project report
10. As requested, participate in Community Engagement & Communications Committee meetings

Financial Management

1. Maintains detailed and accurate financial records of any expenses pertaining to Urban Treaty activities
2. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Proven skills in writing, verbal communication, clerical and/or Treaty fields would be considered an asset.
- Minimum Grade 12

Competencies:

The Urban Regional Liaison should demonstrate competence in some or all of the following:

- Quality - Sets and attains quality standards that meet or exceed requirements

- Planning and Organizing - Plans and organizes time effectively to meet goals and timetables
- Financial Impact - Manages self and resources against plans and budget
- Accountability - Holds self accountable for achieving goals.
- Communicating Information - Communicates and discusses with team, critical information including rationale behind decisions

Skills and Abilities:

- Intermediate skills with Microsoft Office Suite
- Confident public speaking, conflict resolution, time management, leadership, and interpersonal skills
- Strong writing ability, able to provide meeting summaries and synthesize information.
- Ability to organize meetings with clear agendas and specific outcomes.
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal/Secwempc culture

Experience:

- One year of related experience
- Experience with organizing meetings, some facilitation experience would be an asset.

Working Conditions

- Travel in this position is required
- Non-standard hours of work
- Supervision received – moderate supervision with less frequent direction and occasional review of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Directly Supervises

- None

<p>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>