



## Canim Lake Band Treaty Department - Job Posting

### Position: ***Self Government Coordinator*** (Regular Full Time)

The Canim Lake Band is seeking an individual who possess the knowledge and history of the BC Treaty Process. The Self Government Coordinator is responsible for the preparation for the tripartite negotiations of the Self Government components of the NStQ Treaty between British Columbia, Canada and the Northern Shuswap Tribal Council Member Bands representing the interests of our community.

#### **Qualifications:**

- Prefer related Bachelor Degree.
- Minimum of a Diploma or equivalent formal education and experience
- Demonstrated skills in Management, Planning, Budgeting, Computers, and Report Writing-Communications.
- Demonstrated skills in negotiations.
- Ability to begin with minimum training or supervision.

#### **Experience:**

- Prefer two to three (2-3) years' related experience within a 1<sup>st</sup> Nations Community organization and the treaty process.

#### **Requirements:**

- Strong cultural sensitivity and understanding
- Excellent Inter-personal and People management skills.
- Demonstrated leadership and management skills.
- Ability to organize, prioritize and manage workload.
- Exceptional planning, organizational and coordination skills.
- Exceptional mediation and conflict management skills.
- Proven ability to work independently with minimum supervision.
- Ability to consistently demonstrate tact, discretion, and sound judgment.
- Exceptional analytical and decision making skills.
- Strong demonstration of commitment to fiscal management.
- Strong demonstration of human resource management experience.
- Strong team player with excellent team building skills.
- Criminal Record Check completion required.
- Knowledge of First Nations culture, values, customs, language and spirituality an asset.
- Driver's license and abstract required.
- Lifestyle consistent with the importance and responsibility of the position.
- Provide Three (3) Employment related references.

**Term:** Regular- Full Time

**Annual Salary:** As per the Canim Lake Band Salary Grid

**Application Deadline:** May 31<sup>st</sup>, 2018

**Hand Written Cover Letter & Resume sent to:**

Canim Lake Band  
Attn: Administrator  
PO Box 1030  
100 Mile House, B.C.  
V0K 2E0

*We would like to thank all applicants but only selected candidates will be contacted for an interview.*