

Northern Shuswap Treaty Society Job Posting

Treaty Team Manager – Full-time

Northern Shuswap Treaty Society (NSTS) is searching for a **Treaty Team Manager** as a key member of our Treaty team. If you have a passion for leading people and processes, can clearly express concepts and ideas, have solid ability to create budgets and report on expenditures, have successfully built relationships and want to contribute to the transition to self-government, this job is for you.

1. Excellent communication skills and ability to clearly express concepts, ideas and communicate with many audiences
2. Excellent interpersonal relationships to be able to interact with Leadership Council, community Treaty units, NSTC staff, government representatives, etc.
3. Strong team builder who can build capacity through coaching and mentoring, delegate and take initiative to make progress on the work plan
4. Good organization, prioritization and planning skills
5. Understanding of the British Columbia Treaty process from negotiation through to final agreement
6. Understand and respect the culture of First Nations
7. Financial expertise with strong budget preparation, tracking and reporting experience

Detailed Job Description: www.northernshuswaptribalcouncil.com

Type of Employment:

- a) 35 hours per week (5 days per week and flexible hours)
- b) This position is subject to 3 month probationary period at which time evaluation will be conducted
- c) Wage (Grid Level - 7) will be negotiated depending on education & experience

Criteria:

- a) Bachelor's Degree in Political Science, First Nations Studies, Aboriginal Law *or related field*
- b) 3 to 5 years' experience successfully managing budgets, working with teams and supervising people
- c) Intermediate Microsoft Office skills (capable of using a large number of functions and feel confident using the programs)
- d) Travel will be required
- e) Must be able to obtain and maintain a Criminal Records Check
- f) Must be able to obtain and maintain a valid Class 5 BC Driver's License
- g) Must have reliable vehicle

Deadline for application is May 25, 2018 by 4:00 pm. Only applicants selected for an interview will be contacted.

Describe your specific treaty experience, financial management, governance, and how you meet the requirements of the job in your cover letter:

Please submit cover letter & resume with references to:

Bonnie Slack, Operations Coordinator

17 South 1st Avenue, Williams Lake, BC V2G 1H4

Email: administration@nstq.org **Phone:** 250-392-7361 **Fax:** 250-392-6158