



STK'EMLUPSEMC TE SECWPEPMC NATION.

As represented by the Tk'emplup te Secwepemc and the Skeetchestn Indian Band

We Don't Have a Political Mandate, We Have a Responsibility, We are Yecminme7

Employment Opportunity

Stk'emplupsemc te Secwepemc Nation (SSN) consists of the Tk'emplup te Secwepemc (TteS) and Skeetchestn Indian Band (SIB) which is a historical and traditional Caretaker Unit of the Secwepemc Nation. The SSN is the governing organization responsible for matters and projects within the SSN territory.

PROJECT ANALYSIS COORDINATOR:

The Project Analysis Coordinator is responsible for coordinating the development and implementation of an SSN Project analysis of the proposed Trans Mountain Expansion project.

Key responsibilities include:

- Development and implementation of an SSN Project Analysis Plan;
- Development and presentation of project updates to SSN Joint Council, Technical Working Group and other committees as required;
- Liaison with legal and negotiation teams in the development of response letters and correspondence regarding the Project;
- Coordination of expenditures under the approved Project Analysis Budget;
- Liaison with other SSN, Skeetchestn and Tk'emplup staff to support the Project Analysis Plan;
- Participation in meetings and workshops to support Project coordination;
- Ensuring SSN Title and Rights are communicated, acknowledged and upheld at all times;

Other preferred skills include:

- Experience coordinating and facilitating multi-stakeholder meetings, workshops and projects
- Ability to foster strong working relationships with management, staff, community members, professional colleagues, industry representatives, and government agencies;
- Ability to communicate and uphold Aboriginal interests to industry and government;
- Superior interpersonal, presentation and communication skills (written and verbal);
- Valid Class 5 driver's licence and vehicle;
- Ability to navigate and work in remote locations;
- Ability to work flexible hours (i.e., short-notice or extended hours).

Other qualifications, knowledge, skills and abilities:

- Completion of a post-secondary degree/diploma/certificate and/or relevant work experience;
- Training or study in environmental science, communications, or law would be an asset;
- Preference will be given to members of the Secwepemc Nation or individuals of Aboriginal descent;
- Applicants should have a strong understanding of Secwepemc culture, tradition and history.

Remuneration: Commensurate with this position and relevant experience

Hours of Work: Full-time; Normal day shift – 7 hours. Non-normal shift may be required

Position Term: One-year contract, with the possibility of extension – subject to funding

Application Deadline: **March 29, 2019 at 4:00 PM**

Submit cover letter and résumé to the attention of: Charlotte Taylor

Stk'emplupsemc te Secwepemc Nation

P.O. Box 188, Savona, BC V0K 2J0

Tel: 250-373-0023 Fax: 250-373-0025

Email: Charlotte@stkemplupsemc.ca

The SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.