



STK'EMLUPSEMC TE SECWPEMC 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.

TECHNICAL COORDINATOR: Under the direction of the Tmicw Protection Manager and Industry Lead the Technical Coordinator is responsible for coordinating and facilitating internal and external technical meetings, reviews, and initiatives. The primary focus of this position is to coordinate the implementation of key technical deliverables associated with the SSN's industry and government engagement tables/agreements.

Key responsibilities include:

- Developing and implementing work plans and project schedules for technical deliverables, as directed by SSN's Tmicw Protection Manager and Industry Lead;
- Coordinating and facilitating technical meetings between SSN, industry and government representatives;
- Preparing agendas, letters, briefing notes, terms of reference, presentations and other written materials for distribution;
- Ensuring SSN Title and Rights are communicated, acknowledged and upheld at all times; and,
- Providing regular updates to the SSN Technical Working Group and Joint Council.

Other requirements include:

- Experience coordinating and facilitating meetings, and projects;
- Ability to foster strong working relationships with management, staff, professional colleagues, industry and government representatives;
- Knowledge of natural resource-related (e.g. mining, energy, environmental) legislation and operations, with an understanding of how these impact First Nation interests including Title & Rights.
- Ability to communicate and uphold First Nation interests to industry and government;
- Excellent interpersonal, presentation and communication skills (written and verbal);
- Advanced analytical, research and engagement skills;
- Valid Class 5 driver's license and vehicle;
- Ability to navigate and work in remote locations, including outdoor and field conditions; and,
- 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, law or social work 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 term employment, with the possibility of extension

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.