



STK'EMPLUPSEM C TE SECWÉPEM C NATION

As represented by the Tk'emplúps te Secwépemc and the Skeetchestn Indian Band
We don't have a political mandate, We have a responsibility, We are yecminme7

Employment Opportunity

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

PROJECT COORDINATOR: The Project Coordinator is responsible for coordinating industry and government engagements and activities for various major projects within the SSN territory. This includes coordinating the implementation of industry agreements, government agreements, helping to advance SSN's traditional governance and decision-making processes, and ensuring proposed project activities are reviewed and carried out in a manner that respects the SSN's customs, traditions, laws and decision-making authority.

Key responsibilities include:

- Coordination of meetings with industry and government representatives regarding major projects (i.e. Trans Mountain pipeline);
- Development of work plans and budgets to support industry and government engagement activities;
- Preparation and delivery of informational materials and presentations on proposed or active projects;
- Development and delivery of briefing notes and recommendations to SSN Joint Council, Technical Working Group and other committees as required;
- Liaison with SSN's legal and negotiation teams in the development of response letters and correspondence regarding consultation on projects;
- Coordination of expenditures under approved project budgets;
- Liaison with other SSN, Skeetchestn and Tk'emplúps te Secwépemc staff on various project plans;
- Participation in meetings and workshops as required to support project engagement and negotiations;
- 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;
- Knowledge of major resource development (e.g. oil and gas, hydroelectricity, mining) operations and applicable Federal and Provincial legislation, with an understanding of how these impact Aboriginal interests including Title and Rights.
- Ability to communicate and uphold Aboriginal interests to industry and government;
- Excellent 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;
- Proficiency with Microsoft Office suite (Excel, Word, PowerPoint, SharePoint)
- Preference will be given to members of the Secwépemc Nation or individuals of Aboriginal descent;
- Applicants should have a strong understanding of Secwépemc 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: Full-Time, Permanent.

Application Deadline: **March 24, 2023 or until filled**

Submit cover letter and résumé to the attention of: Jordann Hazelwood

Stk'emlúpsenc te Secwépemc Nation

334 Chief Alex Thomas Way, Kamloops BC

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

Email: careers@stkemlupsemc.ca

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