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**Position Title:** Government to Government (G2G) Coordinator

Tl’azt’en Nation is seeking a full time G2G coordinator

**MAIN FUNCTION:**

Tl’azt’en Coordination and communication of G2G activities related to Tl’azt’en Nation, by developing briefing notes, and coordinating with G2G table representatives.

**PRIMARY RESPONSIBILITIES:**

* Coordinate activities related to the G2G Pathway Forward 2.0 Agreement
* Assist in developing strategies consistent with Tl’azt’en Leadership direction.
* Develop a communications strategy to inform community about ongoing activities
* Organize community meetings, presentations, information packages related to ongoing G2G activities
* Assist in providing continuous updates on G2G activities to Tl’azt’en Leadership
* Attend meetings as required that include G2G table representatives, Tl’azt’en Leadership, Technical staff
* Collaborate with G2G table representatives on activities related to implementing initiatives outlined within Pathway Forward 2.0 Agreement
* Carry out any incidental duties related to G2G activities ( filing, expense tracking, financial reporting etc..)

**EDUCATION and SKILLS**

* Project Planning degree or certificate
* Communications degree or certificate
* Previous experience in Intergovernmental relations
* Understanding of government decision making processes
* Understanding of Tl’azt’en Nation of First Nation culture, values and needs
* Ability to work effectively and efficiently with the G2G table representatives, Tl’azt’en Leadership, and other Departments within Tl’azt’en Nation
* Ability to travel to regularly attend G2G meetings
* Ability to handle confidential information in a trusted responsible manner
* Effective written and intrapersonal communication skills
* Strong teamwork, problem solving and service oriented skills
* Willing to work flexible hours
* Valid BC Driver’s license
* Experience working with First Nations

**OTHER QUALIFICATIONS OR REQUIREMENTS:**

* Preference will be given to Tl’azt’en Nation members or individuals of indigenous descent
* Applicants should have a strong understanding of Tl’azt’en Nation and its communities

**Hours of work: 8:00 am to 4:00 pm (Monday-Friday)**

 **7hrs/day , 35hrs/week**

**Pay: Dependant on experience and budgets available**

**WORKING RELATIONSHIPS:**

**Supervisor:** Natural Resources Manager

**Department:** Natural Resources

**Others:**

Carrier Sekani Tribal Council

Carrier Sekani First Nations

Provincial Government representatives

Government of Canada representatives

Please submit you cover letter and resume outlining how you meet these qualifications. Only candidates meeting minimum requirements will be contacted for an interview. Proof of certifications required prior to employment.

**Closing Date: July 25, 2019 @ 4:00pm**

Submit Resumes to Attn: Melissa Pierre, Fisheries/Natural Resources Assistant

PO box 670, Fort St. James BC V0J 1P0

Tel: 250-648-3212 Fax:250-648-3250

E-mail: catch.monitor@tlazten.bc.ca

No phone calls please.