



**Tl'azt'en Nation Natural Resource Department
Neyun Huwuts'inli – We Take Care of Our Land**



JOB POSTING:

Keyoh – Community Engagement Coordinator Short Term – Part Time

Neyun Huwuts'inli – "We Take Care Of Our Land" / Natural Resource Department is looking for a community member to assist in the coordination of a series of keyoh-community engagement meetings in the short – term between mid-November and mid-December. There is potential for additional work scheduled for in the new year.

Job Summary

The appropriate candidate will schedule and coordinate meetings, including book venue, prepare notifications, door-to-door and in-person invitations, assist in the preparation and distribution of meeting materials, and work with communications to advertise meetings, as well as coordinate for the engagement of off-reserve members.

Are you motivated and able to work independently on community engagement? We encourage Tl'azt'en YOUTH to join our team!

We are looking for a highly motivated person who is passionate about connecting with the community on key initiatives related to our Rights and Title, Stewardship, and Traditional Governance

We need an assistant with the following skills:

- Computer skill competency of the preparation of word documents, notifications
- Ability to schedule ZOOM meetings
- Familiar with all aspects of meeting coordination (venue, catering, set up, clean up, virtual meeting capacity)
- Ability to conduct respectful in-person conversations with Elders, Keyoh Holders, and community members

Submit your inquiries, cover letter and resume to:
executive.director@tlazten.bc.ca

or in person at the Natural Resource Department

DEADLINE NOVEMBER 11, 2023

starting wage \$22/hr and based on experience