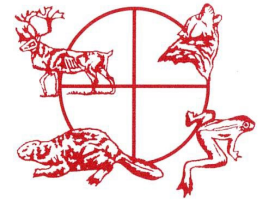


Tl'azt'en Nation
PO Box 670, Fort St James, B.C. V0J1P0
Phone: 250-648-3234



Tl'azt'en Nation is seeking a full time PFA coordinator

Position Title:
Pathway Forward Agreement (PFA) Community Coordinator

MAIN FUNCTION:

The **PFA Coordinator** is responsible for coordinating the representation of Tl'azt'en Nation at various G2G negotiation tables and working groups. The G2G Coordinator is responsible for reporting to Chief and Council, as well as coordinating community information sessions to ensure full community engagement is achieved. The G2G Coordinator will also be linked in with other Nation-building initiatives such as Comprehensive Community Planning and Strategic Financial Planning for PFA related funds

PRIMARY RESPONSIBILITIES:

- Coordinate activities related to G2G negotiations and initiatives as well as the Pathway Forward Agreement Implementation
- Assist in developing strategies consistent with Tl'azt'en Leadership direction.
- Develop a communications and engagement strategy to involve community members about ongoing activities
- Organize community meetings, presentations, information packages related to ongoing PFA activities
- Compile documents, reports, and briefing notes of PFA activities for Tl'azt'en Leadership
- Attend meetings as required that include PFA table representatives, Tl'azt'en Leadership, Technical staff
- Collaborate with PFA table representatives on activities related to implementing initiatives outlined within Pathway Forward Agreement
- Carry out any incidental duties related to PFA activities (filing, expense tracking, financial reporting etc..)

EDUCATION and SKILLS

- Experience in administration, policy, legislation
- Experience in Intergovernmental relations and governance
- Understanding of government decision making processes
- Understanding of Tl'azt'en Nation community values and interests
- Ability to work effectively and efficiently with the PFA table representatives, Tl'azt'en Leadership, and other Departments within Tl'azt'en Nation
- Ability to travel to regularly attend PFA 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
- Reliable vehicle
- 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: Dependent on experience and budgets available

Please submit you cover letter and resume outlining how you meet these qualifications. Only candidates meeting minimum requirements will be contacted for an interview.

Position will be posted until filled

Submit Resumes to:

Executive.Director@tlazten.bc.ca

or

PO Box 670

Fort St James, BC

V0J 1P0

For more information, please call our office:

(250) 648-3212