



ALLIANCE OF BC MODERN TREATY NATIONS EMPLOYMENT OPPORTUNITY **COORDINATOR**

Who we are:

The Alliance of BC Modern Treaty Nations collaborates to advance and advocate for shared interests related to modern treaty implementation in British Columbia. The Alliance currently comprises all eight Modern Treaty Nations in BC.

Established in July 2018, the Alliance addresses the specific needs of BC's Modern Treaty Nations by working with primarily the Provincial government on policy and legislative initiatives. While the Canada-wide Land Claims Agreement Coalition advocates for improved treaty implementation at the federal level, BC's modern treaty nations required a platform for unified advocacy at the provincial level. As a new organization, operating in a changing political landscape, the Alliance is growing in size and ability to advance and advocate even more effectively.

About the Role

Reporting to the Executive Director and collaborating with the Policy Analyst, you will play a key role in our dynamic environment supporting working groups and leadership teams. You will be the go-to person for general communications, scheduling meetings, agenda development, notetaking and tracking actions, and managing correspondence.

Your day-to-day will involve corresponding with partners and members by email, drafting briefing notes, creating presentations, drafting communication materials, data and contact lists management, and providing top-notch administrative and logistical support for both virtual and in-person events. Additionally, you will be responsible for managing access to Dropbox and multiple OneDrive folders for multiple users.

Who You Are

You are passionate about advocating for the independence of Indigenous Peoples, as demonstrated by your past experiences and results. Renowned for your ability to build relationships and maintain trust, you thrive in a collaborative team environment, but work well independently. Your communication, attention to detail, organizational skills, and responsiveness are exemplary. A highly motivated self-starter with an entrepreneurial mindset, you are creative and innovative, always seeking fresh approaches. You see barriers and obstacles as challenges to overcome eagerly and thrive without needing much direction.

We are looking for someone, who is living in BC, with a post-secondary education or equivalent experience, who has a keen eye for detail, excellent organizational and communication skills, experience working with First Nations communities, and proficiency in MS Office. This primarily remote role offers the flexibility you crave, with occasional travel required. If you are ready to manage multiple priorities independently and be a part of something meaningful, we would love to hear from you!

What You Will Do

Executive and Meeting Support

- Assist the Executive Director in supporting working groups and leadership meetings by taking proficient notes primarily on Zoom with occasional in-person sessions.
- Work with partners to coordinate meetings and develop agendas, manage correspondence, and track action items.
- Help onboard new working group members.
- Support the Executive Director with other tasks as needed.

Writing Tasks

- Draft briefing notes, PowerPoint presentations, and letters for the Executive Director.
- Create materials for working groups as needed.

Administrative Support

- Manage comprehensive file management and record-keeping systems ensuring easy accessibility.
- Manage contact lists and monitor the general administrative inbox.
- Provide logistical support for virtual and in-person meetings and events.

Additional Duties

- Participate in staff meetings and professional development.
- Support internal operations and other tasks as needed.
- Perform other duties as reasonably required to support the Alliance.

What You Bring

- University or college degree or equivalent education and experience.
- Two to five years of project coordination or related experience.
- Knowledge of B.C.'s reconciliation vision and the implementation of UNDRIP and TRC's Calls to Action.
- Understanding of the British Columbia Treaty Process and modern treaty governance in BC.
- Knowledge of Indigenous cultures and histories in Canada, particularly in BC.
- Ability to work in BC's time zone and travel within BC at a moments notice.
- Ability to capture detailed notes from complex policy discussions.
- Experience working with First Nations communities in Canada.
- Excellent interpersonal skills, including strong verbal and written communication in English.
- Ability to manage complex relationships and communicate with diverse stakeholders, including public officials and modern treaty nation leaders.
- Strong organizational skills to manage multiple priorities and tight deadlines.
- Strong proficiency in file management and record-keeping systems, including the use of Drop Box and OneDrive
- Ability to work independently with minimal supervision.
- Excellent teamwork and collaboration skills.

- Ability to forge and maintain positive relationships with stakeholders, demonstrating tact and diplomacy.
- Uphold confidentiality and manage sensitive information with integrity.
- Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook) and video conferencing platforms
- Strong attention to detail and accuracy.

The following are definite assets!

- Indigenous ancestry (First Nations, Inuit, Métis).
- Experience with event and meeting planning.
- Proficiency with Microsoft 365 and various video conferencing platforms.

What we offer

- Remote work (with some required face to face meetings)
- 3 weeks' vacation, plus paid time off over Christmas and New Years
- 10 paid sick days per year
- 14 Statutory Holidays each year
- Commitment to your ongoing learning and development
- A salary of \$70,000 to \$90,000 k per annum

To Express Interest

Please send your

- Current resume and
- Cover letter detailing how your experience and education will support your success in this role

to: careers.jouta@mnp.ca by September 18, 2024, at 5:00 pm PST.

While we recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, **preference will be provided to Indigenous applicants** in accordance with section 42 (1) of the BC Human Rights Code and section 16(1) of the Canadian Human Rights Act. Candidates of Indigenous background are encouraged to self-identify on their application.