



## Regional District of Bulkley-Nechako First Nations Liaison

The Regional District of Bulkley-Nechako is seeking applicants to fill the permanent, full-time role of First Nations Liaison. The First Nations Liaison is responsible for administrative support and coordination in the implementation of Board initiatives with regard to the support of outreach, engagement, and relationship-building with First Nations in the region.

The starting wage for the First Nations Liaison position is \$40.82 per hour and includes a comprehensive, competitive benefits package.

### **Responsibilities and Duties:**

- Build and maintain working relationships with First Nations on whose territory the RDBN operates.
- As directed, meet with and respond to inquiries from First Nations staff, Chiefs and Councils, and other First Nations community members regarding RDBN activities, governance, policies, and working groups.
- Liaise with RDBN staff to help build understanding between First Nations' interests and RDBN responsibilities.
- Respond to requests for support and guidance from RDBN staff and First Nations regarding First Nations relations and activities.
- Provide support to the Chief Administrative Officer and RDBN staff implementing and adapting policies and procedures to achieve corporate mandates.
- Provide administrative support including coordinating the CAO's schedule, responding to calls and enquiries, drafting, and editing correspondence and documents, tracking, and following up on tasks.
- Maintain record of engagement with First Nations if required for specific projects.
- Assist with grant funding applications and letters of support.
- Assist with the research and writing of staff and program reports.
- Prepare and present memorandums to the Board.
- Organize outreach, education, and relationship building events.
- Assist with the design and delivery of internal training and presentations to the Board.
- Undertake a variety of project activities, including serving as project lead were assigned.
- Follow all policies, procedures, and standards of the RDBN.
- Perform other related duties as assigned.

### **Skills and Qualifications:**

- Comprehensive knowledge of local First Nations.



- Demonstrated appreciation of history and culture of peoples in the region, understanding of contemporary issues and aspirations of First Nations governments with whom the RDBN interacts.
- Established relationships with Indigenous Peoples in the region would be an asset.
- Flexibility to occasionally attend community events/meetings during evenings and weekends.
- Ability to build and establish respectful, reciprocal relationships with Indigenous Peoples and RDBN staff.
- Excellent corporate writing skills including the ability to write reports, draft letters, and assist in drafting training materials.
- Proficiency with research and basic analysis.
- Ability to take initiative, problem solve, use good judgment, plan, and organize work.
- Ability to coordinate a variety of administrative responsibilities under time constraints and with minimum supervision, while maintaining a high level of attention to detail and prioritizing appropriately to meet deadlines.
- Ability to work as part of a team.
- Ability to work cross-departmentally and inter-jurisdictionally across a variety of disciplines.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Demonstrated knowledge of grammar, spelling, and proper formats and styles for business correspondence.
- Knowledge of office operations, administrative processes, and systems.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), and Outlook.
- Ability to operate various types of office equipment.

**Education and Experience:**

- Post-secondary education in Indigenous Governance, Public Administration, or related.
- High School graduation supplemented by courses in business and office administration and 3-5 years' experience in a progressively responsible administrative/secretarial capacity.
- A minimum of three years' directly related experience; or an equivalent combination of training and experience.
- Valid BC Driver's License



Resumes will be accepted until 4:30 pm, Friday, September 13, 2024, and should be addressed to:

Curtis Helgesen, Chief Administrative Officer

Subject Line: First Nations Liaison Position

Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

Mail: PO Box 820, Burns Lake, BC V0J 1E0