



Join Our Team!

LAKE BABINE NATION

Posted: October 22, 2020; Deadline: November 20, 2020

GOVERNANCE COORDINATOR

The Governance Coordinator supports the Governance Director and Governance Research team; acts as liaison with the Lake Babine Nation members and other relevant agencies. Coordinate and support work associated with Foundation Agreement signed by Lake Babine, British Columbia and Canada on September 18, 2020.

RESPONSIBILITIES

- Coordinate meetings / sessions with five (5) communities, urban members and other focus groups relating to the Governance work.
- Assist with the communication of Governance details with the 5 Lake Babine Communities, the urban members and other focus groups and keep each informed of the development of the Governance framework as laid out in the Foundation Agreement, with the support of Foundation Agreement Communications Team.
- File and maintain all relevant registers and documents.
- Perform any other duties as directed by Governance Director.

QUALIFICATIONS

- Diploma or Degree in Political Science and / or First Nations History with a combined Office Administration certificate. Equivalencies will be considered.
- Demonstrated experience in office administration
- Effective verbal and listening communication skills
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level
- Ability to work individually and as part of a team.
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Class 5 Drivers' License, reliable vehicle considered an asset

APPLY NOW!

Philine West, *Human Resources Assistant*

T: (250) 692-4700 | TF: 1-888-692-3214

E: philine.west@lakebabine.com

Successful candidates of short-listing will be contacted