



Job Description

Position	Clan Directors Council (CDC) Coordinator
Department	Administration
Supervisor	Spokesperson
Wage / Salary Range	\$25.00 - \$35.00 per hour depending on education and experience
Status	Permanent, Full time (72 hour pay period)
Location	Taku River Tlingit First Nation (TRTFN) in Atlin, B.C.
Date posted	April 15, 2024

POSITION SUMMARY

Reporting to the Spokesperson (also known as “Chief” in some First Nations) and supporting the CDC, the CDC Coordinator is responsible for all administrative duties, including coordinating meeting schedules, preparing agendas, records, transcribing meeting minutes, and recording directives for the CDC and community meetings and other public forums. The CDC is TRTFN’s governing body and is comprised of three parts: Spokesperson, Clan Directors, and Clan Leaders.

This position regularly interacts and engages with all parts of CDC, managers, visitors, professionals, other Indigenous representatives, public or high-ranking government officials, and community members.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

- Provides comprehensive and confidential administrative support to the CDC.
- Oversees the arrangement and scheduling of the Spokesperson’s calendar.
- Coordination and planning of all internal and external meetings for Spokesperson.
- Prepares all meeting agendas, supporting documents, and records meeting minutes and subsequent decisions for any meetings involving the Spokesperson such as the Joint Clan, CDC, Community and Manager’s meetings, etc.
- Records all TRTFN Laws, Clan Directives, and Joint Clan Mandates
- Books all travel for Spokesperson aligned with organizational policies.
- Post-travel reconciliation of expenses with receipts and submits to Finance for processing and reimbursement.
- Design, prepare, edit, format, and file internal and external communication, including newsletters, letters, memos, emails, presentations, etc.
- Conducts data analysis and prepares weekly and monthly reports as directed.

- Setup remote calls/virtual meetings through audio-visual tools such as Zoom and TRTFN's teleconferencing system.
- Prepare remuneration documents for CDC.
- Answers inquiries from members and the public, providing appropriate information and forwarding to the applicable department.

EDUCATION

- Post-secondary education in Business Administration, Public Administration, Political Science or Indigenous Studies or related field or equivalent experience

EXPERIENCE

- Experience and knowledge of First Nation culture and working with First Nations and citizens is essential.
- 3 years of experience in an office administrator position in a First Nations environment preferred.
- Proven experience in project management, with the ability to complete assignments on time, high standard, and within budget.

SKILLS

- Excellent interpersonal, communication, writing, research, and presentation skills
- Intermediate to advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, Teams), Zoom, as well as other office equipment and procedures.
- The capability to foster and maintain strong relationships both internally and externally.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Critical thinking and problem-solving skills
- Ability to maintain a high level of accuracy preparing and editing letters, notices, minutes, reports, etc. and other documents and communications.

TRAINING REQUIRED: (either before hiring or after)

- Trauma Informed
- Knowledge of TRTFN foundational knowledge (Constitution, Leadership structure, decision making process, CDC oath)

COMPETENCIES

1. Communicator: Must convey and understand ideas both orally and written using language the audience will best understand.
2. Planning and Organizing: Must be able to create and maintain organized systems for tracking tasks and deadlines.
3. Problem Solving: Develop fresh ideas that provide solutions to all types of workplace challenges.
4. Adaptability: Must adapt to changing organizational needs, conditions, and work responsibilities and respond positively to change.

5. Managing Conflict: Support differences of opinion, while working collaboratively with all stakeholders to resolve conflicts constructively by encouraging open communication, collaboration, and compromise.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Satisfactory Criminal Record Check
- References

WORKING CONDITIONS

- Work is performed primarily indoors in an office environment.
- Flexibility to work evenings and weekends to attend Council and Community Meetings
- Occasional travel is required to attend meetings, training or other job-related duties.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Clan Directors Council (CDC) Coordinator– Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.