

Position	Clan Director Council Co-ordinator
Department	Administration
Reports to:	Spokesperson
Accountable to:	Spokesperson, Clan Director Council and CAO
Status	Full-time, Indefinite
Location	Atlin, BC - Administration Building
Date Created	XX
Date Last Revised	November 17th, 2025
Approved By:	CAO, Human Resource Manager

POSITION SUMMARY

The CDC Coordinator plays a central role in supporting the governance work of the Clan Director Council and the Spokesperson. The position brings together administrative coordination, governance support, and communications functions to ensure CDC business is carried out efficiently, accurately, and in accordance with TRTFN processes. This includes organizing and supporting meetings, preparing agendas, tracking decisions, and maintaining complete and reliable governance records. In a fast-moving environment, the Coordinator serves as a key connector across the organization, facilitating respectful, timely communication among leadership, staff, citizens, and external partners.

This role requires sound judgment, discretion, and cultural humility, as well as the ability to work independently while respecting confidentiality and Tlingit governance practices. As a senior member of the government, the Coordinator works under the direction of the Spokesperson, with additional oversight from the CAO, and may engage with and supervise short-term staff or contractors to support constitutional events such as Joint Clan Meetings, official gatherings, or other research and operational initiatives.

DUTIES AND RESPONSIBILITIES

1. Leadership and Administrative Support

- Provide comprehensive and confidential administrative support to the Spokesperson and CDC.
- Maintain and coordinate the Spokesperson's calendar, including scheduling internal and external meetings.
- Prepare agendas, supporting documents, and accurate minutes for meetings such as Joint Clan, CDC, Community, and Managers Meetings.
- Record and maintain all TRTFN Laws, Clan Directives, and Joint Clan Mandates.
- Draft, edit, format, and file communications, including newsletters, letters, memos, emails, presentations, and other materials.
- Coordinate and supervise contractors for special projects and events as directed.

- Prepare remuneration documents for the CDC.
- Maintain organized filing systems for communications, meeting materials, and governance documents.

3. Travel, Finance, and Coordination

- Book all travel for CDC in accordance with TRTFN policies.
- Complete post-travel expense reconciliations and submit documentation to Finance for processing.
- Assist with coordination between the Spokesperson, departments, and external partners as required.

4. Communications and Citizen Support

- Respond to inquiries from citizens and the public by providing accurate information or directing requests to the appropriate department.
- Ensure all critical IT systems used by CDC for meetings and daily operations are functional, secure, and reliable.
- Ensure the Spokesperson is informed of all information being communicated externally on behalf of the government.
- Support clear, respectful, and timely communication between leadership, citizens, and staff.
- Maintain confidentiality and ensure sensitive information is handled in accordance with TRTFN requirements.

EDUCATION

- Post-secondary education in Business Administration, Public Administration, Political Science, Indigenous Studies, or a related field, or an equivalent combination of education and experience.
- Additional training in Indigenous governance, public/office administration, or community leadership is an asset.
- Certificates in records management, minute-taking, project coordination, or communications preferred.
- Training in conflict resolution, facilitation, or cultural safety is considered an asset.

EXPERIENCE & KNOWLEDGE

- Experience working in a First Nation government or Indigenous organization is essential.
- Minimum three years in office administration, governance support, or a similar coordination role.
- Familiarity with Tlingit values, cultural protocols, and working respectfully in community settings is an asset.
- Experience in preparing accurate agendas, minutes, and governance records, coordinating schedules, meetings, and logistics for leadership teams.
- Strong understanding of confidentiality and discretion in a small community environment is essential. Proficiency with digital communication tools, document management, and virtual meeting platforms.
- Experience with basic reporting, project tracking, and meeting deadlines.
- Knowledge of records management and basic financial procedures.

COMPETENCIES

- Clear, respectful written and verbal communication skills.
- Strong organization, time management, and attention to detail.
- Ability to accurately record minutes, directives, action items, and governance decisions.
- Cultural safety, cultural humility, and awareness of Tlingit values, protocols, and community dynamics.
- Sound judgment, discretion, and ability to manage confidential or sensitive information.
- Strong interpersonal skills; able to work respectfully with citizens, Elders, leadership, staff, and external partners.
- Ability to work independently, take initiative, and manage shifting or competing priorities.
- Calm, professional problem-solving skills, especially in complex or sensitive situations.
- Reliability, accountability, and commitment to supporting effective governance.

POSITIONS SUPERVISED

Contractors and admin staff as required.

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath) Coursework in political science and Indigenous governance would be a strong asset

CONDITIONS OF EMPLOYMENT

The incumbent must:

- Complete a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire and at regular intervals as required by TRTFN.
- Hold a valid Class 5 driver's license.
- Comply with confidentiality and conflict of interest agreements.
- Adhere to all TRTFN workplace policies.

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
- Regular hours are Monday to Friday, 8:30 a.m. to 5:00 p.m., with additional hours and weekends as required, for example, for meetings support, travel and logistics arrangements, and emergency correspondence.
- Periodic travel may be necessary.
- The role is subject to frequent interruptions and shifting priorities.
- Must be able to lift 5–10 kg (files, office materials).

Approved By 
Chief Administrative Officer

Date : November 20th 2025