



JOB DESCRIPTION

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

POSITION SUMMARY

The Clan Director Council (CDC) Coordinator provides comprehensive administrative, governance, and communications support to the Clan Director Council and the Spokesperson. This role ensures the smooth functioning of CDC operations by coordinating meetings, preparing agendas and records, documenting decisions and directives, and maintaining accurate governance files. The coordinator serves as a key point of contact for leadership, staff, citizens, and external partners, ensuring information flows clearly and respectfully across the organization.

Working in a fast-paced environment, the coordinator manages schedules, organizes meeting logistics, maintains documentation systems, supports virtual and in-person engagement, and assists with travel and expense coordination. The role requires strong judgment, cultural humility, discretion, and the ability to work independently while upholding Tlingit values, confidentiality requirements, and TRTFN governance processes

The position is a senior member of the government and at the direction of the Spokesperson and with the additional oversight of the CAO will retain and supervise staff or contractors required short term for constitutional events such as JCMs and official meetings and special research or operational assignments.

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.

2. Meetings, Records, and Documentation

- Organize meeting logistics, ensure materials are prepared, and follow up on decisions or action items.
- Conduct data analysis and prepare weekly and monthly reports as directed.
- Establish and support virtual meetings using Zoom and the TRTFN teleconferencing system.



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- 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 the Spokesperson and Leadership in accordance with TRTFN policies
- Assist Leadership with travel accommodation reporting and timesheet submissions advisement
- 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, providing accurate information or directing requests to the appropriate department.
- Checks and ensures all critical IT for Leadership use and meetings is operational and secure.
- Work with Managers and Communications to ensure Spokesperson is aware of all information projected externally by the government.
- Support clear, respectful communication between leadership, citizens, and staff.
- Maintain confidentiality and ensure sensitive information is handled appropriately.

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.



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- 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

- Meeting assistance, projects and special assignments

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)
- Course work 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).
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Approved by: _____
Chief Administrative Officer

Date: _____