



Position	Negotiations Coordinator
Department	Negotiations
Supervisor	Manager, Negotiations
Wage / Salary Range	\$34 per hour to \$40 per hour
Status	Full-Time employment
Location	Atlin, BC
Closing Date	Open until filled

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

POSITION SUMMARY

Reporting to the Manager, Negotiations, the Negotiations Coordinator is a key member of the Taku River Tlingit First Nation (TRTFN) Negotiations team as it pursues its objective of preserving its natural resources and advancing modernized rights-based negotiations and assisting the Nation in reaching self-governance and self-determination across its entire traditional territory. The Negotiations Coordinator contributes to this effort by providing administrative and communications support to the Manager, and assistance to the team as may be required. The coordinator is a proactive problem-solver with exceptional communication and organizational skills, high written skills, and strong administrative focus.

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

- **Team Coordination**
 - Prepares agendas for weekly Negotiations Department meetings, actively participates in those meetings as a team member, and provides facilitation support as may be required.
 - Assists in the planning and delivery of quarterly and annual planning meetings for the Negotiations team.
 - Maintains an online Dashboard for the Negotiations team.
 - Coordinates periodic evaluations of team performance.
 - Assists in the development and maintenance of project management processes and records systems.
 - Attends leadership meetings as support for note taking, tracking action items, and general information flow.

- **Communications**
 - Liaises with Negotiations team members, other TRTFN staff or representatives, and external parties respectfully and professionally.
 - Assists in the drafting, editing, or proof-reading of letters, briefing notes, memos, and presentation materials as required.
 - Assists in the preparation and dissemination of information updates through newsletters, social media channels and other mechanisms.
 - Supports special events, such as open houses or workshops.
 - Maintains professionalism and strict confidentiality with all materials.

- **Administrative Support**
 - Conducts basic research using the internet and other sources on topics pertinent to Negotiations Department programs and projects and presents results in the form of documents or spreadsheets.
 - Manages an active calendar of appointments, meetings, and travel, while ensuring evolving details are accurate at all times.
 - Acts as a ‘gatekeeper’ for the Manager’s time and availability.
 - Proactively works with the Manager to keep them well informed of upcoming commitments and responsibilities.
 - Organizes travel arrangements for the Manager including hotels, flights, ground transportation, meeting locations, a detailed travel binder and itinerary.
 - Compiles and submits travel and other expense reports in a timely fashion for the Manager.
 - Provides notetaking support for the Manager during meetings, as needed.
 - Other related tasks as required.

- **Office Management**
 - Liaises with property manager, as needed.
 - Maintains office supplies and equipment as required.
 - Provides timely assistance to the Manager for computer upgrades and repairs.

EDUCATION

- Grade 12 or equivalent

EXPERIENCE

- At least 2 years of related work experience.
- Familiarity with Taku River Tlingit Traditional Territory and community is an asset.

SKILLS

- Responsible, self-motivated and detail oriented.
- Ability to assume responsibility, prioritize tasks and meet deadlines in a timely manner.
- Demonstrated ability to work independently and in a team.
- Working knowledge of Microsoft Office software (Word, Excel, PowerPoint) and online tools (e.g, Zoom, GoogleDocs, GoogleSheets)
- Demonstrated writing, interpersonal, and organizational skills.
- Ability to establish and maintain good working relationships with TRTFN leadership and staff, contractors, and citizens.

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)

COMPETANCIES

- Problem solving – Resolves difficult or complicated challenges in a timely fashion.
- Communication – Listens to others and communicates in an effective manner.
- Planning and Organizing – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives.
- Writing Skills – Conveys ideas and facts in writing using language the reader will best understand.
- Thoroughness – Ensures that work is complete and accurate; independently follows up with others to ensure that agreements and commitments have been fulfilled.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Clean Drivers Abstract
- Criminal Record Check
- References

WORKING CONDITIONS

- Ability to travel occasionally for short business trips to locations in BC.

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 and cover letter or obtain further information contact: Email: careers@gov.trtfn.com titled: Negotiations. Coordinator – Application

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.