



Xeni Gwet'in First Nations Government

PO Box 98, 3052 Nemiah Valley Rd, Nemiah Valley BC, V0L 1X0

Job Title: Nenqay Engagement & Administrative Coordinator (**In Office**)

Job Classification: Part-time or Full-Time

Salary Range: Based on experience, \$22-\$28 / hour

Reports to: Nenqay Director

Deadline: Until Filled

Overall Responsibilities:

The Community Engagement Coordinator reports directly to the Nenqay Director for day-to-day operations; has the following overall responsibilities to Xenigwet'in First Nations Government:

- Responsible for developing the engagement calendar alongside the Nenqay Director, and facilitating community engagement events for all events across the Nenqay Department.
- Responsible for overseeing and coordinating engagement logistics for all Nenqay Department events.
- Provides Administrative support to the Nenqay Team as needed including scheduling, and tracking a diverse array of items including fuel, repairs, certifications, training, inventory and purchasing.

Engagement Coordination Duties & Responsibilities:

1. Develop, communicate, facilitate, and coordinate all community engagement events planned in accordance with the Nenqay Department work plan.
2. Create and communicate event engagement posters with attention to detail in planning to ensure smooth execution of event logistics. This includes supporting the event with event materials, door prizes, coordinating cooks, and honorariums for members who participate in the event.
3. Assist with Clean Energy Planning update & Klokon Creek Hydro community engagement.
4. Research and promote best practices for Indigenous community engagement.
5. Maintain detailed, accurate, and up-to-date records on community engagement that may be used in strategy development, planning, or legal contexts. This includes an event attendance list, note-taking group discussions, and other records as needed.
6. Work with the Nenqay Department to understand the materials and develop, coordinate, and undertake engagement on matters of departmental interest.
7. professionally represent the Nenqay Department.
8. Support the Nenqay Department's long-term goals and objectives.
9. Other related duties as required



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Administrative Coordination Duties & Responsibilities:

1. Support the Nenqay Department as needed with administrative tasks including processing travel for staff, honorariums for members and other duties as required.
2. Support with organization of digital file storage including dropbox, google drive and hard copy documents.
3. Support with Nenqay-wide maintenance, safety inspections and repairs scheduling.
4. Utilize Microsoft suite to collaboratively Track licensing, insurance, fuel usage, inventory and purchasing supplies.
5. Assist with organizing and arranging educational opportunities for training sessions and certifications.

Qualifications:

1. Comfortable with public speaking and event planning.
2. Experience working with Indigenous communities.
3. Ability to present information and issues clearly and concisely.
4. Previous experience with lands and resources or other related experience
5. Knowledge of land management issues and legislation affecting First Nations both locally and nationally
6. Ability to use tact and good judgment in dealing with sensitive and complex issues
7. Ability to maintain strict confidentiality
8. Ability to work independently and in a team environment under minimal-in person supervision
9. High proficiency with computer literacy, Microsoft, Adobe, and Zoom.
10. Understanding and experience with First Nation organizations and communities
11. Excellent internal and external communication skills.

Work Conditions:

1. Travel may be required.
2. This is an in-office position.
3. Overtime as required.
4. Lifting or moving up to 15lbs may be required.
5. Ability to conduct presentations.

APPLY NOW, Please submit a copy of your resume and cover letter to:

By email to Nicole Cesta: nicole.cesta@xeni-gwetin.ca

By email to Loretta Williams: Lorettaw@xeni-gwetin.ca or hand it in to the Nenqay Office

Only those invited to interview will be contacted.

Preference will be given to those of Aboriginal Ancestry - Section 16(1) Canadian Human Rights Act and youth interested in this role.