

SECWEPENCŪLECW



Shuswap Nation Tribal Council

GOVERNANCE DIRECTOR

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc Chiefs to advance the issues of aboriginal rights.

The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Governance Director. The Director will lead the development of a vision and strategic plan to guide the Nation to Nation governance work and the implementation and evaluation of the governance structure.

This is a full time permanent position that will provide support to the Tribal Director and the Council of Chiefs, when requested, in terms of the Governance department.

Relevant Knowledge and Abilities

- Knowledge of the Secwepemc Nation and its communities, customs and traditions;
- Well versed in current state of First Nations social and political issues;
- Ability to supervise employees, assign tasks and delegate when necessary;
- Experience with facilitation, presenting, and project reporting;
- Ability to develop and administer a comprehensive budget to conduct necessary work to operate a government office;
- Establish a good working relationships and collaborative arrangements with community members, advisory groups, leadership and other governments;

Requirements and Qualifications:

- University degree preferred with specific focus and training in governance development and 3-5 years directly related experience;
- Preferred 3-5 years worked in a First Nations setting or organization;
- Technically competent with various computer software programs such as Microsoft Word, Power Point, Excel and Outlook;
- Draft correspondence, briefing notes, reports, and policy for approval by the Tribal Director or Tribal Chief as directed;
- Ability and willingness to travel to support governance meetings & activities;
- Must hold a valid class 5 Driver's license;

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing GOVERNANCE in the email subject line, by email to execassist@shuswapnation.org by September 4th, 2018.

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.