



Shuswap Nation Tribal Council

SECWÉPEMC LAW PROJECT MANAGER

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwépemc chiefs to advance the issues of aboriginal rights. We are looking for a Secwépemc Law Project Manager to carry out the compilation, planning and implementation of Secwépemc law research, in support of Secwépemc Nation building within the Secwépemc territory in a friendly, courteous, and helpful manner.

The Position:

The Secwépemc Law Project Manager is responsible for guiding the work specific to general research tasks as requested by the Governance Director. The position includes application of recognized research methodology, analysis, report writing and presentations.

Relevant Knowledge and Abilities

- Demonstrated proficiency at successful proposal writing
- Revitalization of Secwepemc Law and principle using a Nation-based approach
- Develop resources, lead community engagement, organize workshops & training
- Knowledge of budgeting concepts and finance principles
- Maintains a system of records management and ensures that the system is operating in an efficient and effective manner
- Strong ability to self-manage, organize, and multi-task, numerous projects of various sizes
- Confirm proper sourcing of documents is conducted as the work proceeds.
- Ability to work under pressure, both independently and as part of a team
- Ability to access and gather information from communities, affiliated organizations, and all relevant outside sources in relation to SNTC objectives

Requirements and Qualifications:

- A Degree, Diploma or certification in First Nations studies, history, research methodology and/or Archives management with research experience
- Two or more years of project management experience, or equivalent combination of education, training, and experience
- Commitment to Secwépemc Laws principles and objectives
- Experience working with First Nations communities an asset
- Coordinate and facilitate community engagement sessions to build knowledge & awareness
- Excellent written and communication skills
- Secwepemc ancestry
- Effectively communicate with the Governance Director on a regular basis
- Able to work flexible hours and travel
- Must obtain valid class 5 driver's licence.

In accordance with the SNTC Human Resource Policy, the priority will be to hire qualified persons of Secwépemc 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 Department in the email subject line, by email to sntcadmn@shuswapnation.org by December 1, 2022
The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.