



Job Description

Self-Governance Coordinator

BRIEF OVERVIEW

Reporting to the Treaty Manager, the Self-Governance Coordinator contributes to the overall success of the organization by working to negotiate and prepare the community for a post-Treaty self-governing environment in accordance with the vision, mission and objectives of the organization. The Self-Governance Coordinator is responsible for developing programs to build capacity, explore alternatives to Treaty, communicate, promote and revitalize cultural heritage and language. The Self-Governance Coordinator works to advance the Xat'sül First Nation's goal of self-government. This includes helping to further develop governance structures, as well as plan and initiate the transition from the *Indian Act* to a sovereign, self-governing community.

KEY RESPONSIBILITIES

The Self-Governance Coordinator is responsible for the following key functions.

Legal Research and Interpretation:

- Conducts research of relevant documents, Treaty chapters, court cases, and other First Nations agreements.
- Explains and interprets relevant federal and provincial policies.
- Ensures that the Treaty agreement includes the Aboriginal Rights and Title that need to be protected.
- Advises team on alternative options for First Nations governance.

Transition Support and Coordination:

- Supports development of custom election code, constitution and laws for post-Treaty governance structure.
- Develops and maintains work plans for governance transition.
- Assists in the transition planning for Council and senior management.
- Develops interest papers and participates in technical reviews.

Community Engagement:

- Provides information to, and seeks input from, community member including off-reserve members.
- Attends and reports at all regularly scheduled treaty-related meetings (Chief and Council, Staff, Governance Networking Group, Self-Government Transition Coordinators, Constitution Development Committee, Community Working Group, Urban Members and Leadership Council).
- Organizes and facilitates community consultation and multi-party meetings.

Other duties as assigned/required.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
• Communicating information to various levels of the organization via different mediums (email, presentation, etc.). • Dealing with large amounts of data and sensitive information. • Ability to foster relationships, particularly with Indigenous communities in a remote setting. • Ability to use tact and good judgment in dealing with sensitive and complex issues. • Self-directed with strong organizational, problem solving, and time management skills. • Strong administrative skills with attention to detail. • Ability to use in-depth analysis and evaluation using significant innovative thinking and creativity to find answers. • Confidence in public speaking. • Confidentiality. • Diplomacy and conflict resolution skills.	<u>Required:</u> <i>Indigenous Perspective</i> • Knowledge and appreciation of working in service of Truth and Reconciliation with Indigenous Peoples. • Knowledge of traditional lands, culture and language. <i>Western Ways</i> • Post-secondary education in Indigenous Governance, First Nations Studies, Indigenous Legal Studies or related discipline. • 3 to 5 years of experience supporting Treaty negotiation process. • Solid understanding of laws, constitution and legal terminology. • Proficiency in using Microsoft Office tools such as Word, Excel, etc. • Must have valid driver license (BC Class 5) and satisfactory driving record. • Criminal records check (vulnerable sector). <u>Preferred:</u> • Lived or Living Experience working with or in First Nation/Indigenous communities.



LEVELS of INFLUENCE (DECISION MAKING & IMPACT)	WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)
4 Levels of Influence: - Influence or Indirect Responsibility to Policy/Program(s)/Engagement <u>Decision-making:</u> Frequency: Medium Complexity: Medium <u>Impact:</u> Reach: Organization Significance of errors: Potential for some negative impact in and across all pillars/programs	<u>Mental:</u> - Dealing with large amounts of data. - Dealing with tight timelines/budget constraints. - Dealing with highly sensitive situations, crisis management and conflict resolution. <u>Physical:</u> - Work long hours using computer or other equipment. - Work long hours may include standing, sitting, and/or walking. <u>Environmental Conditions:</u> - Work is performed primarily in office - Work long hours or evenings/weekends. - Some travel is required.

Job Title: Self-Governance Coordinator	Job title External (if different):
Reports to: Treaty Manager	Pillars/Programs: Treaty
Direct Reports: 0	Date: August 2026
Overtime Eligible: Yes	Expected Travel: 15%
Financial Scope: XX	Location: 3405 Mountain House Road Williams Lake, BC V2G 5L5

