



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Staff Job Description

Job Title: First Nations Liaison

Date Prepared: May 2021

Department: Administration

Reports to: Chief Administrative Officer

SUMMARY

The First Nations Liaison is responsible for administrative support and coordination in the implementation of Board initiatives with regards to the support of outreach, engagement, and relationship-building with First Nations in the region.

DUTIES AND RESPONSIBILITIES

- Builds and maintains working relationships with First Nations on whose territory the RDBN operates
- As directed, meets with and responds to inquiries from First Nations staff, Chiefs and Councils, and other First Nations community members regarding RDBN activities, governance, policies and working groups
- Liaises with RDBN staff to help build understanding between First Nations' interests and RDBN responsibilities
- Responds to requests for support and guidance from RDBN staff and First Nations regarding First Nations relations and activities
- Provides support to the Chief Administrative Officer and RDBN staff implementing and adapting policies and procedures to achieve corporate mandates
- Provides administrative support including coordinating the CAO's schedule, responding to calls and enquiries, drafting and editing correspondence and documents, tracking and following up on tasks
- Maintains record of engagement with First Nations if required for specific projects
- Assists with grant funding applications and letters of support
- Assist with the research and writing of staff and program reports
- Prepare and present memorandums to the Board
- Organizes outreach, education, and relationship building events
- Assists with the design and delivery of internal training and presentations to the Board
- Undertakes a variety of project activities, including serving as project lead where assigned
- Follows all policies, procedures and standards of the RDBN
- Performing other related duties as assigned.



SKILLS AND QUALIFICATIONS

- Comprehensive knowledge of local First Nations
- Demonstrated appreciation of history and culture of peoples in the region, understanding of contemporary issues and aspirations of First Nations governments with whom the RDBN interacts
- Established relationships with Indigenous Peoples in the region would be an asset
- Flexibility to occasionally attend community events/meetings during evenings and weekends
- Ability to build and establish respectful, reciprocal relationships with Indigenous Peoples and RDBN staff
- Excellent corporate writing skills including the ability to write reports, draft letters and assist in drafting training materials
- Proficiency with research and basic analysis
- Ability to take initiative, problem solve, use good judgment, plan and organize work
- Ability to coordinate a variety of administrative responsibilities under time constraints and with minimum supervision, while maintaining a high level of attention to detail and prioritizing appropriately to meet deadlines
- Ability to work as part of a team
- Ability to work cross-departmentally and inter-jurisdictionally across a variety of disciplines
- Excellent communication (verbal and written), interpersonal and customer service skills are required
- Demonstrated knowledge of grammar, spelling and proper formats and styles for business correspondence
- Knowledge of office operations, administrative processes and systems
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), Outlook
- Ability to operate various types of office equipment

EDUCATION

- Post-secondary education in Indigenous Governance, Public Administration or related
- High School graduation supplemented by courses in business and office administration and 3-5 years' experience in a progressively responsible administrative/secretarial capacity
- Must possess a valid BC Driver's License

EXPERIENCE

- A minimum of three years' directly related experience; or an equivalent combination of training and experience