

Position Description:

Indigenous Liaison

Position Summary

Reporting to the Director of Communications and Marketing, the successful candidate will work to identify internal and external initiatives that allow for increased engagement with the Indigenous communities in our service region and that support our Indigenous Engagement Plan.

Accountabilities

- Act as the primary contact for Indigenous staff, Chiefs and Councils
- Effectively network to develop, build and maintain successful relationships within the Indigenous staff, Chiefs and Councils in Northern Development's service region
- Respond to inquiries from Indigenous staff, Chiefs and Councils, and other community members regarding Northern Development's programs, activities, governance and/or policies
- Liaise with Northern Development staff to help build understanding between Indigenous interests and Northern Development's role in developing those interests
- Respond to requests for support and guidance from Northern Development staff and Indigenous communities regarding their relations and activities
- Engage with local employment programs to seek out Indigenous candidates should positions become available at Northern Development
- Prepare and conduct onsite presentations in Indigenous communities; attend Indigenous business events, career fairs and band activities
- Attend meetings with Northern Development Board of Directors, executive team and staff when required
- Other duties as assigned

Job Requirements

- Experience in a managerial/administration role in a government or non-governmental department, society, or organization, preferably in an Indigenous environment
- Proven knowledge and understanding of local Indigenous culture and traditions
- Strong knowledge of First Nations governance models
- Comprehensive knowledge and established relationships with Indigenous communities in Northern Development's service region would be an asset
- Strong computer skills with a high level of proficiency with Microsoft Office 365 and the ability to learn new software quickly
- Ability to maintain a high degree of professionalism and integrity
- Excellent communication and interpersonal skills are required
- Flexibility to attend community events/meetings during evenings and weekends
- Must be willing and able to travel to meet job requirements
- Must possess a valid driver's license
- This opportunity is only available to Indigenous applicants
- Preference for candidates based in Prince George, but open to applications from candidates based in areas throughout the Northern Development [service region](#)
- Diploma or degree program in local government administration, Indigenous governance, legal studies, community development, political science, or related field from a recognized educational institution. An acceptable equivalent combination of education and experience may be considered

Competencies

- **Vision and Goal Setting** – this involves knowledge and skills in establishing official and operative goals for the organization and to establish a system of measuring effectiveness of goal attainment
- **Conceptual Thinking** – this is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking
- **Decisive Insight** – combines the ability to draw on one's own experience, knowledge and training and effectively problem solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time
- **Planning, Organizing and Coordinating** – proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly

complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate

- **Problem Solving/Judgement** – is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
- **Relationship Building** – is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and customers, clients, colleagues, etc.
- **Listening, Understanding and Responding** – is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity
- **Strategic Orientation** – is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices
- **Organizational Commitment** – is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity