



We invite you to apply for the position of...

CITIZEN ENGAGEMENT COORDINATOR

TREATY

PERMANENT FULL-TIME POSITION

POSITION SUMMARY:

This position ensures Ktunaxa citizens, regardless of where they live, are provided with the opportunity to receive information, provide input, and make well-informed decisions regarding treaty and other Nation-rebuilding related activities. The emphasis is primarily, but not exclusively, to be on those areas where ratification votes are intended. The position works in collaboration with the Treaty Negotiations team and the Ktunaxa Nation Communications department.

GENERAL DUTIES AND RESPONSIBILITIES :

- Coordinating opportunities for input and engagement of Ktunaxa Citizens;
- Identify and coordinate Community Champions to assist with engagement;
- Preparing presentations and informational materials based on information and direction provided by Treaty Negotiators;
- Create and distribute surveys, podcasts, animations and other engagement materials using a range of methods and media;
- Utilize computer skills (MS Word, Excel, PowerPoint, etc.), and Internet tools to produce documents such as letters, newsletters; spreadsheets, charts, and graphs; create and print presentations in different media and modes (slides, outline).
- Arrange and conduct both one-on-one and group Citizen engagement sessions (kitchen table and family meetings, focus sessions, community meetings, video, etc.);
- Set up and moderate online engagement spaces, using an engagement management platform;
- Distribute information to citizens through a variety of means, including social media;
- Accurately record feedback, comments, and concerns;
- Prepare and circulate regular updates for citizens, including “what we have heard” and FAQ publications;
- Follow up, track and monitor various projects and tasks to ensure smooth flow;
- Keep Treaty Negotiators up-to-date with input received from citizens.

QUALIFICATIONS:

Academic Preparation

- Minimum of Grade 12



KTUNAXA NATION

Required Skills, Knowledge and Experience

- Preferably, at least five years combined previous experience in similar roles and responsibilities;
- Excellent listening, written and oral communication skills, proficiency in business correspondence;
- Ability to:
 - communicate with and between diverse constituents and viewpoints
 - articulate/present technical and legal information to a wide range of audiences and comprehension levels
 - remain impartial in presenting materials, concepts and other information
 - coordinate and facilitate effective and well-run meetings, events, focus groups
 - take and transcribe gathered information, note-taking, and report-writing skills
 - work a flexible and varied schedule including evenings and weekends

- Excellent computer skills including Microsoft Office Suite, keyboarding, knowledge of multi-media, survey techniques, and visual effects;
- Knowledgeable of Ktunaxa Nation including citizens, communities, and dynamics;
- Respect for and understanding of Ktunaxa and aboriginal rights, culture, history, and goals is an asset;
- Event planning and/or project management skills, which includes tracking and monitoring tasks;
- Pleasant, professional and excellent interpersonal skills;
- Positive attitude with a friendly demeanour;
- Strong attention to detail;
- Valid BC Driver's license and reliable vehicle.

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered. Preference will be given to qualified candidates of Ktunaxa ancestry.

**Please submit your cover letter and resume to:
Human Resources Ktunaxa Nation Council
PO Box 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438
CLOSING DATE: June 9th, 2020 @ 4:30 pm**

We thank those who apply; however, only those selected for an interview will be contacted