



# Treaty 8 First Nations of Alberta

*To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.*

## **Treaty 8 First Nations of Alberta** **Economy/Employment/Infrastructure Protocol Table Coordinator** **Scope of Work**

The Treaty 8 First Nations of Alberta is recruiting a Table Coordinator for the Economy and Employment & Infrastructure Protocol Tables. This is a contract opportunity and dependent on funding will be renewed on an annual basis.

The individual or firm(s) will be contracted to provide table coordination on behalf of the Treaty 8 First Nations of Alberta political and administrative body. The Table Coordinator will report functionally to the Treaty 8 First Nations of Alberta Chief Operating Officer and provide political reporting directly to the Chiefs as requested and when required.

The Table Coordinator will be responsible for:

- assisting the appointed three Chiefs in the protocol process, particularly as to content;
- assisting Treaty 8, Alberta's senior representative in the protocol process with the Minister's representative, particularly as to content;
- preparing background notes, briefing notes and confidential papers to exchange with the Minister's representative;
- ensuring the discussions take place in a well-informed manner;
- coordinating and keeping focus on the objectives of Treaty 8 First Nations and their positions;
- meeting with the people of each First Nation, meeting with Chiefs and Councils and with Tribal Councils, keeping each First Nation informed
- keeping the Executive Board well informed on a regular basis as to the results of discussions and the positions being advanced in the discussions;
- preparing a full quarterly report to the Chiefs of Treaty 8 (Alberta);
- be well-informed about current events and developments related to the subject of the Health;
- maintaining a roster of experts who can assist in research or providing expert advice and counsel in the discussions.

### **Scope:**

- Gain understanding of the Treaty 8 First Nations of Alberta interests as they relate to subject
- Use strong communication skills to reinforce and support T8FNA's position on specific issues
- Maintain knowledge of other interest groups that hold a similar position to that of the T8FNA
- Prepare press releases and other informational literature

**Knowledge requirements:**

- Excellent communication skills
- A strong understanding of the political and legislative processes
- Must have excellent public speaking and networking skills
- Understanding of external and internal environments of the Treaty (respective Treaty Area), their organization and agencies, their partners and stakeholders;
- Current First Nations strategic objectives, initiatives, community and administrative processes and their opportunities and constraints;

**Abilities:**

- Ability to create persuasive arguments
- Ability to select and apply effective results in various situations of coordination, consultation, collaboration and cooperation;
- Ability to design, develop and deliver a multi-media presentation in a variety of settings;
- Ability to achieve results in an environment of diversity of schedules, interests and capacities;
- Ability to obtain and analyze information and data, both orally and in written form and synthesize information into written documentation with scenarios and recommendations; and
- Ability to work under pressure and to work with a variety of staff and representatives in multi-disciplinary environment to achieve cooperation and results.
- Outstanding written and oral communication skills (with preference in First Nation language)

**Employment conditions:**

- Must have Post-Secondary Education with a minimum of 2 years of work experience,
- Strong team leadership and capacity development skills, with excellent communication, mediation and negotiation skills,
- Must have a valid Operator's License, and own a reliable vehicle
- Must be willing to travel and be away from home from time to time,
- Must have a cell phone and personal laptop and access to the internet,
- Must be versed in Microsoft Office, Word, Power Point and Excel.

**DEADLINE:**

Individuals who feel they are qualified may submit their resume including a cover letter, contract expectations and a minimum of 2 references by fax, email or mail no later than end of business day – July 7, 2017.

Submit resumes to: Joseph Jobin  
Chief Operating Officer  
Treaty 8 First Nations of Alberta  
18178-102 Avenue  
Edmonton, Alberta  
T5S 1S7  
FAX: (780) 484-1465  
[jjobin@treaty8.org](mailto:jjobin@treaty8.org)

***\*only those selected for an interview will be contacted\****