



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

**INTERNAL-EXTERNAL RE-POST**

<b>Job Title:</b>	Community Engagement Liaison (temporary)	<b>Posting #:</b>	2020-18-0.80
<b>Department:</b>	Lands	<b>Level:</b>	G4-L3-C4
<b>Location:</b>	Lands Building	<b>FTE:</b>	0.80
<b>Supervisor:</b>	Director	<b>Hourly Rate:</b>	\$25.17-\$29.19
<b>Key Areas:</b>	Public Relations, Public Contact, Reporting	<b>First Posted:</b>	20-08-2020
<b>Effective Date:</b>	Upon hire - March 31, 2021, possible extension	<b>Closes:</b>	12-10-2020

## **SUMMARY / SCOPE**

Reporting to the department Director, this part-time employee is responsible to work alongside staff and professional consultants to coordinate community engagement as they develop two (2) land use plans: one for Reserve lands and one for off-Reserve lands. The Community Engagement Liaison will coordinate all community engagement and consultation throughout the development of the Plans. This position arranges staging and dismantling of venues, ensuring smooth flow and presentation of land planning engagement activities. This work includes securing venues, liaising with and scheduling resource people, meeting deadlines, multi-tasking, and prioritizing workload. A key element of success for this position is the development of an awareness and understanding of land planning engagement activities that are accessible to members of the FNFN. Other related duties as required.

### **Candidate Profile:**

The successful candidate will have demonstrated experience in community engagement, communications and outreach. The Community Engagement Liaison has a good level of energy and physical fitness to perform the work, and has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information to other employees. The Community Engagement Liaison has good written and verbal communication skills and communicates with a variety of staff and stakeholders, and may occasionally have contact with occupational health and safety committee members.

## **COMPETENCIES**

- Outreach/Engagement
- Communication/Feedback
- Documentation
- Time Management
- Collaboration/Teamwork
- Proactive/Initiative

## **DUTIES AND RESPONSIBILITIES**

- Coordinate the logistics of community engagement activities and consultation processes, including organizing in-community and virtual meetings; contacting FNFN membership on-and-off-Reserve; and reporting back to FNFN staff and membership;
- Coordinate project communications and advertising, including on-line engagement and social media, newsletters, mail-outs and door-to-door delivery;
- Coordinate engagement/meeting dates, venues and other logistics;
- Help facilitate and summarize engagement meetings (note taking, summarize comments and input);
- On-line and mail-out survey collection and input;
- Distribute project communications and information;
- Review, distribute and collect input for project deliverables;
- Collect information, data, reports and other information for project teams;
- Provide the FNFN planning teams with other logistical support and resources they need to complete the development of the plans;



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL RE-POST

- Other related duties as assigned by the department Director.

---

## MINIMUM QUALIFICATIONS

---

- Mature individual of professional presentation with a minimum grade 12 high school diploma.
- Experience working with First Nations and/or other community organizations in a communications, outreach, community engagement or an administrative support role.
- Knowledge of the Fort Nelson First Nation community and culture.
- Able to work both independently and collaboratively in a team-work environment.
- Strong communication skills, including in-person, virtual and written plain-language skills.
- Strong interpersonal skills and ability to interact professionally with employees, community members, elders, spiritual leaders, consultants, Executive Staff, Council, and the public; ability to maintain diplomacy in the Community and with outside parties.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Willingness and ability to work on call and on weekends as necessary.
- Satisfactory completion of a Police Information Check.
- Valid Class 5 BC Driver's License.
- Satisfactory driver's abstract.

---

## DESIRED QUALIFICATIONS

---

The following are considered assets:

- Completion of Degree applicable to the field of work.
- Other certificates of training such as, OFA1, WHMIS, OHS.
- Two (2) years' experience leading community engagement and land use planning with a strong consultation background;
- Negotiation, mediation and/or conflict resolution training or experience;
- Experience working for or a relational understanding of First Nation's operations.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

---

## WORKING CONDITIONS

---

- Lifting or moving objects less than 10 lbs. and lifting or moving objects over 40 lbs. is performed occasionally.
- Work tasks and activities do not result in fatigue, requiring periods of rest.
- Manual dexterity required to use desktop computer and peripherals.
- Periodically works in outdoor environments for several days in a row.
- Regularly sits to consult with clients and to work on the computer.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Interacts with senior administrators, Chief and Council, management staff and personnel, community members and visitors, government agencies/personnel
- Occasionally required to use household appliances.
- Auditory concentration is constantly required in meeting sessions to listen attentively, to be alert and to obtain and interpret information correctly.
- Visual concentration or alertness is required on a regular basis to ensure safety of self and others.
- Alertness and concentration are required when working with clients.
- Time pressures and deadlines are experienced occasionally as a result of reporting requirements.
- There is a requirement to wear safe footwear at all times.
- The likelihood of injury or illness resulting from hazards in the job is limited if safe work practices are followed.
- Driving/Travel is a requirement, must be willing to drive to multi-sites, this may include travelling in winter road conditions and out of town.



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

**INTERNAL-EXTERNAL RE-POST**

- Extra-regular hours and overtime as required.

---

## **APPLICATION INSTRUCTIONS**

---

**Closes:** October 12, 2020 at 4:30 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

**We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.**

\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.