



NEW EMPLOYMENT OPPORTUNITY!

Job Title: Government Relations Coordinator
Reports to: Manager, Government Relations

Department: Government & Industry Relations
Location: Fort McMurray, AB – GIR Office

Background:

Mikisew Cree First Nation – Government and Industry Relations Overview

The Government Industry Relations (GIR) is a department of the Mikisew Cree First Nation (MCFN), located in Fort McMurray, Alberta. The GIR is directed by the MCFN Leadership and acts as a liaison between resource developers, operators, government agencies and the community.

The Mikisew Cree First Nation (MCFN) Government & Industry Relations (GIR) office is a leading-edge office with several key initiatives underway such as the Wood Buffalo Nation Park - United Nations Educational, Scientific and Cultural Organization (UNESCO) Action Plan development, review of Alberta's Lower Athabasca Regional Plan (LARP), Alberta First Nations Consultation Policy Renewal, and Federal Recognition of Indigenous Rights and Self-Determination processes. Alongside these key initiatives, the MCFN GIR undertakes review and formal consultation on several Federal, Provincial and Municipal legislation and policy review processes engaging with all levels of government and with multi-departmental formal consultations. The MCFN GIR has the following opportunity available to a person with a high level of project management skills ready to work in a fast-paced environment with a strong desire to deliver positive results that impact the community directly.

Government Relations Coordination Position

The Government Relations Coordinator position for the MCFN GIR department is a highly skilled and motivated professional position. The incumbent will be responsible to administratively and financially coordinate government projects and conduct related research and analysis of government legislation, regulation, policy, programs and projects.

The position will be required to establish project charters, project plans and undertake project coordination, including financial tracking and reporting for long and short-term projects. In addition to coordinating government projects, the incumbent will provide strategic research and analysis that includes providing technical advice, developing reports, and drafting briefing notes and memos to support senior management decisions. A high level of understanding of Indigenous Rights, Treaty Rights and the Duty to Consult and Accommodate is required.

Primary Accountabilities:

- Support negotiation and development of joint workplans with various governments and respective departments and/or agencies to secure financial contribution agreements,
- Support program communication requirements by managing and distributing project material and follow up on action items,

- Contribute to the development and implementation of applicable annual and project work plans, budgets, action plans and annual reports with Government on behalf of the GIR,
- Prepare letters in response to federal, provincial and municipal government initial consultation notifications,
- Research and develop grant and funding applications and main point of contact for funder,
- Perform comprehensive research and analysis of federal, provincial, and municipal government legislation, policy, programs, and projects,
- Ensure funding and contribution agreements are properly administered using project management principles and tools, and established GIR financial policies and systems; ensure contribution agreements are delivered on time, within scope and on budget,
- Liaise efficiently and effectively with Mikisew Cree First Nation community, government and other stakeholders from time to time to support successful delivery of projects and operational objectives,
- Maintain accurate records and contribute to development of efficient document management systems,
- Prepare reports, memos and briefings for GIR leadership team and Chief and Council, as required.

Additional Responsibilities:

- Schedule meetings as required, take accurate meeting minutes, and distribute and report accordingly,
- Represent MCFN at external meetings, forums and workshops as assigned, or required in the performance of the Consultation Coordinator responsibilities,
- Develop an action plan for activities and procedures in the interest of MCFN,
- Assist in developing annual budgets and report monthly to the Director, the Manager of Government Relations and Chief and Council,
- Perform all duties and responsibilities in accordance with policies, standards, protocols and procedures of the MCFN as directed by the Manager of Government Relations,
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Manager of Government Relations,
- Contribute effectively as a team member to the overall plans and objectives of MCFN,
- Contribute to the GIR team to include responsibility for:
 - Assisting the Director and the Manager of Government Relations by contributing to the development of the annual GIR strategic plan,
 - Working cooperatively and effectively with MCFN staff members,
 - Participating in all applicable initiatives, workshops, conferences and meetings,
 - Contributing to MCFN communication strategies and activities such as news bulletins, newsletters and the MCFN website,
 - Educate and advise Industry and Government on Indigenous rights, lands, culture and interests.

Job Knowledge and Skills:

- Bachelor's Degree in Environmental Science, Social Science or related field of study,
- At least 3 years' experience working in regulatory, consultation or engagement role with Indigenous communities, Industry or Government,
- Experience working in Indigenous communities and a demonstrated in-depth knowledge of Indigenous worldviews, cultural practices and protocols,
- Demonstrated project management skills, including budgeting, scheduling and resource management,
- Community engagement facilitation skills (large groups, small groups, workshops, Indigenous Knowledge interviews),
- Ability to record accurate notes, minutes, action items and record keeping,
- Excellent oral and written communication skills, strong active listening skills,
- Proven planning, prioritizing, organizing and coordination skills,

- Excellent interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts,
- Has an understanding of Mikisew Cree First Nation (MCFN) culture, demonstrates cultural competency and sensitivity towards MCFN cultural traditions with the ability to use sound judgement and diplomacy in high stress/conflict situations,
- Demonstrated adaptable skills with the ability to multi-task in a fast-paced environment,
- Ability to work independently as well as collaboratively in a team environment,
- Advanced computer skills and use of MS Office, Adobe Acrobat and statistics/data analysis software,
- Proven ability to maintain confidentiality at all times,
- Valid AB Driver's License.

Job Profile Summary

- Work is performed in an office environment
- Some evenings and weekends may be required
- Willingness and ability to travel, including travel to remote areas
- Successful Criminal Record Check
- Ability to speak/and or understand the Cree language is considered an asset
- Certification in Project Management is considered an asset

Job Type: Full-time

Experience: Regulatory, consultation or engagement with First Nations (required)

Education: Bachelor's Degree (required)

Location: Fort McMurray, AB (required)

Salary: Negotiable based on education, experience and skills

The competition closing date remains open until the position is filled

Please submit your resume and cover letter in confidence to the attention of:

hr@mikisewcree.ca

Please be advised that only those considered for an interview will be contacted, thank you for your interest



GOVERNMENT & INDUSTRY RELATIONS

Suite G – 8219 Fraser Avenue, Fort McMurray, AB T9H 0A2 **O:** 780-714-6500 **F:** 780-715-4098 **W:** www.MikisewGIR.com