



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL/EXTERNAL POSTING

Job Title:	RBN Project Liaison	Posting #:	51-2024
Location:	On Reserve	Grade:	4 L1
Supervisor:	Rebuilding Nationhood Project Coordinator	FTE:	1.0
Key Duties:	Development, Engagement, Support	Starting Rate:	\$26.70/hr.
Effective Date:	Immediate, full-time temporary to Dec 31, 2025, with potential for extension and/or transition to a permanent role	First Posted:	2024-12-18
		Closes:	2025-01-15

What You'll Do

Context: The Fort Nelson First Nation Rebuilding Nationhood Project uses Dene and Cree knowledge and values to solve modern-day problems. The project is embarking on a novel approach to implement nationhood rebuilding by drawing upon the communities' inherent Dene and Cree strengths to overcome an unstrategic, unempowered, rushed, and oftentimes unfair way of solving problems. This approach looks to design a future that reflects Indigenous innovation and wisdom.

The Project Liaison will embody and implement the Nation Rebuilding Principles to ensure project success. The rebuilding framework provides guidance for both internal governance and external relationships through five interconnected principles. A successful candidate must be willing and able to work within, create space for, and implement systems that reflect Fort Nelson First Nation culture and values. This includes decision making that is strategic and long-term to support the thriving of the community and its members.

Reporting to and receiving direction from the Coordinator of the Rebuilding Nationhood Project, the Project Liaison is responsible for the development of programs, initiatives, and processes that support project development and implementation. The Project Liaison will lead with intention, conviction, and clear direction while ensuring the community is included. They will provide excellent customer service and establish well-thought-out systems, procedures, protocols, and policies to ensure checks and balances, effective decision making, and timely implementation of activities including administration, communication, and service delivery.

The Project Manager will engage in external outreach activities that support community relationships including the implementation and organization of the family representation governance system. When feasible, opportunities to engage with the community to build supportive working relationships that support the development of the community and organization will be undertaken including community events, community dinners, and workshops. The Project Manager actively supports the implementation of all activities, including: social media and communications, workshop and event planning, scheduling and tracking of completed and ongoing work, monthly updates, and project planning and implementation. Other related duties.

Valued Qualifications

Experience:

- Minimum 2 years related experience
- Experience working in an Indigenous organization and/or community
- Experience meeting deadlines, while maintaining a high level of productivity, accuracy and efficiency
- Experience interfacing with the public

Knowledge:

- Mature individual with a high school diploma
- Knowledge of the importance of respecting cultural values, equity, diversity and inclusion
- Knowledge and understanding of the importance of maintaining relationships with staff, community and stakeholders



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Skills:

- Effective customer service skills (personable, patient and capable of interacting with a variety of people through active listening, engagement, and empathy)
- Effective written and reading skills (capable of drafting, proof-reading and editing documents)
- Strong organizational, time management, data management, and analytical skills
- Good computer skills and ability to use MS Office and Google Workspace™ applications and web-based conferencing platforms (such as Zoom and Microsoft Office Teams).

Abilities:

- Ability to listen, problem-solve and respond clearly and concisely to inquiries, and deal with issues in a sensitive manner
- Ability to exercise judgement, initiative, discretion, task-switching, and creative thinking
- Ability to organize workshops, events, meetings, and tours
- Ability to handle multiple small projects and meet deadlines

Other (required):

- Strong team player and eagerness to learn and actively support colleagues
- Strong commitment to maintaining confidentiality and exercising discretion
- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Commitment to enhancing one's own awareness, knowledge, and skills related to culture, equity, diversity, and inclusion, and Indigenizing the learning experience
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.

Optional (assets):

- Traditional knowledge of Cree and Dene ways of knowing and/or cultural protocols
- Lived and/or professional experience in cultural protocols or Indigenous governance
- Ability to speak Dene and/or Cree.

Work Setting

This work takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Some evening and weekends for events may be required. The majority of work occurs at a desk using desktop peripherals. There is a requirement to follow all safe work practices. Requirement to travel to several sites on reserve.

Benefits and Lifestyle

Benefits: Join the FNFN team and enjoy a competitive hourly wage and a standard 35-hour work week. We offer a benefits package (health/dental), and three weeks vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes.

Lifestyle: Discover the unique lifestyle that Fort Nelson offers – a beautiful and affordable place to call home! Enjoy year-round indoor and outdoor recreational activities, from hiking and fishing to winter sports, along with a variety of cultural activities. Surrounded by the magnificent Northern Rockies, you'll have more time to enjoy life's simple pleasures.

Ready to Apply? Here's How:

Closes: January 15, 2025 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements 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.