



Klahoose
First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

Why you'll love working at Klahoose First Nation:

- Full-time, Monday-Thursday, 9-5pm PST (32 hours per week);
- Competitive compensation, commensurate with experience;
- Two (2) weeks' vacation, and Klahoose First Nation administration office is closed for a two-week period during the December holiday season;
- Medical and dental benefits;
- Friendly and collaborative work environment.

We are seeking a qualified applicant to join the Treaty Team as a Treaty Assistant to support negotiations, community outreach and communications along with other duties as they come up. The position will report to the Treaty Manager.

The Treaty Assistant position will be responsible for the following:

- Logistics and planning for Treaty events, including community outreach sessions,
- Supporting community outreach to Klahoose members regarding Treaty negotiations, Including social media, web updates, and direct member engagement, Supporting Klahoose communications regarding Treaty negotiations, including working with Treaty negotiators and communications contractors on developing and distributing information posts and updates, Note taking and record keeping

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Treaty Manager.

The successful candidate will possess the following qualifications:

- Education and/or work experience in this field
- Excellent communication skills and interpersonal skills
- Ability to plan, organize and facilitate events
- Strong computer skills
- First Nation candidates are encouraged to apply, preference will be give to Klahoose Members.

Kindly forward your resume and with cover letter via email to recruitment@klahoose.org

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>