



# Klahoose First Nation

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## **Klahoose First Nation Treaty Employment Opportunity**

Title: **Treaty Manager Assistant**

Reports to: **Chief Treaty Negotiator**

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### Job Summary

Treaty Manager Assistant is a key member of a small team supporting Treaty Negotiations and Governance transitions.

Klahoose First Nation in stage 4 of negotiations under the British Columbia Treaty Commission process.

### Role Overview:

Primary focus: Day to day admin, treaty record-keeping, community communications and meeting logistics coordination.

Scope: Non-decision making, supporting governance transition, tripartite negotiations (Federal, Provincial, First Nations) and community consultation

### Key responsibilities:

Administrative Support: Manager calendar, Schedule meetings/workshops. And arrange travel for the Treaty team.

Monitoring and ensuring compliance with funding, application & reporting deadlines.

Preparing, posting and monitoring online and digital media communications

Report to Chief Negotiator in all tasks, including preparation of meetings, reporting to Council, Community outreach and report writing

Document Control: Draft edit and format correspondence, briefing notes, reports and presentations

Records Management: Maintain confidential Physical/digital files for treaty decisions, historical tracking deadlines and deliverables

Community engagement: help coordinate logistics, setup, RSVP lists and material for community forums or surveys, both online and in person.

Model culturally safe, respectful communication when answering members enquiries about the treaty process.

Qualifications: Certificate, Diploma or degree in office administration, business finance or related field

Experience: Understanding of Truth and Reconciliation principles in service of First Nations self-determination.

Preference given to Indigenous/aboriginal ancestry (where legally applicable under human rights legislation)

Full time: 32hrs per week

Wages \$28.00-\$35.00 per hour (depending on experience)

Resumes sent to Kathy Francis [kathyfrancis@klahoose.org](mailto:kathyfrancis@klahoose.org)

Posting removed once filled