



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.sylx.org](http://www.sylx.org)

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## EMPLOYMENT OPPORTUNITY

### **Sylx Nation Rebuilding Project Manager.**

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is currently seeking a Sylx Nation Rebuilding Project Manager.

The function of the Sylx Nation Rebuilding Project Manager position will be to strategically plan, organize and administer the Sylx community-based Nation Rebuilding initiative. A central priority is to foster and support strong professional relationships with key community members as the local champions of the Sylx Nation Rebuilding process, as part of the work of implementing the community-led process to develop and ratify a Sylx Constitution. This role requires proven project management experience.

### **Scope of the Position**

Working under the direction of the ONA Executive Director, and in collaboration with the Okanagan Nations Alliance teams and specialists, including Communications, the Project Manager will develop and coordinate communications and community engagement activities to meet strategic and operational Sylx Nation Rebuilding needs. Responsibilities will include research development skills that include knowledge of existing Indigenous Nation Constitution building models, developing, tracking and delivering work plans, organizing facilitated community forums, supporting cross-community advisory tables, working with expert facilitators, supervising project staff, liaising with member communities and providing regular reports.

### **Key Responsibilities:**

#### ***Administration, Planning and Collaboration***

1. Provide critical strategic planning and project management in this HUB position for the Legal, Policy, Negotiations Team, and Executive Director.
2. Establish ongoing relationships, identify opportunities and work constructively with member communities to advance the Nation Rebuilding initiative.
3. Develop, implement and monitor strategic work plans; first priority being the community engagement and communications plan to create a community-developed Sylx Constitution.
4. Plan, coordinate and attend meetings and community-engagement events.
5. Track and maintain activity records and reporting documents.

6. Distill meeting discussion notes and outcomes into summary materials that will be used to support and inform the Constitution development process.
7. Lead monthly evaluations of the Nation Rebuilding work; make monthly, quarterly, annual progress reports and recommendations and note lessons learned.
8. Supervise Nation Rebuilding project staff as required.
9. Participate in ONA and department meetings as needed.

### ***Communications and Community Engagement***

1. Be the central point of contact, under direction from the ONA Executive Director, and in concert with the ONA Communications and Syilx Public Relations Specialist and team, network with the local Syilx communities and off-reserve members to build contacts, communications channels and community outreach.
2. Ensure internal communication and collaboration at the Nation level across and within Syilx communities and the Okanagan Nation Alliance organization.
3. Consult with Syilx communities and ensure the provision of information, resources, and community education strategies to support their understanding and involvement with the Constitution creation and ratification processes.
4. Ensure a variety of outreach methods are designed and used, including focus groups, surveys, community meetings and house visits.
5. Support Nation Rebuilding capacity growth within communities.
6. Consistently integrate the Nation Rebuilding outreach activities with Syilx community and ONA-wide events and activities.

### **Qualifications**

1. A Master's degree in relevant discipline is preferred for e.g. Indigenous Studies, Education, Community Development, Political Science, Law, Sociology, Anthropology, or Communications. A combination of equivalent education and extensive experience will be considered.
2. Significant experience of a minimum of 7 years in community development, community engagement, facilitation and community education principles and practice is required.
3. Formal results-based project management experience is important.

### **Knowledge, Skills and Abilities**

1. Syilx Okanagan Nation culture and traditions understanding required.
2. Experience working with First Nations, urban and on-reserve.
3. Strong understanding of Federal and Provincial Policy and Legislation as it pertains to First Nations peoples.
4. In-depth knowledge and awareness of the political, legal, socio-economic and community development issues, of First Nations governance issues and history, including Aboriginal Title and Rights.
5. Excellent diplomatic, interpersonal, written and verbal communication skills.
6. Demonstrated organizational, time management, presentation, project management and conflict resolution skills.
7. Proven efficiency with MS Office suite program applications.
8. Experience with budgetary administration and control.
9. Proven experience in writing proposals and succinct briefs.

10. Ability to plan, organize and prioritize work, and work effectively under pressure in the face of shifting priorities and tight deadlines
11. Ability to build and enhance sustainable working relationships with the community, and external sectors.
12. Ability to positively motivate and work with collaborative teams.
13. Flexible work hours/willingness to work on evenings and weekend.
14. A reliable vehicle and a valid BC Driver's License.
15. Criminal records check and driver's abstract required.

Hours of work:40 hours per week.

Application Procedures: Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**  
**Okanagan Nation Alliance**  
**#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7**  
**Email: [dleroux@svilx.org](mailto:dleroux@svilx.org) Fax: (250) 707-0166**  
**COMPETITION closes February 8, 2019 at 4.30 p.m.**

**Thank you for your interest. No Phone Calls Please only those short-listed will be contacted**