



Okanagan Nation Alliance

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

EMPLOYMENT OPPORTUNITY

Governance Coordinator

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.

This position will be responsible for the efficient management of the Okanagan Nation Alliance (ONA) Executive functions and will provide a confidential support to the Chairman of the Chiefs Executive Council (CEC), Legal/Policy/Negotiation Teams and Team Leads for CEC Meeting prep.

Scope of the Position

The Governance Coordinator will provide Administrative support and Coordination to the Chairman, CEC, the CEC Committees, various Syilx Representation Lead support groups and manage the day to day administrative and coordination functions assigned.

The position must work cooperatively with all departments and partners, Okanagan Nation Alliance (ONA) communities, and businesses.

Key Responsibilities:

Governance

1. Plan and monitor governance functions according to priorities set out by the Executive Director (ED), Chairman and CEC.
2. Manage all executive governance, functions and executive functions and files for ED and CEC while maintaining confidentiality and compliance with FOIPA and other relevant regulations.
3. Responsible for file and data management including correspondence, updating tracking spreadsheets and filing.
4. Liaise with ONA Communications team on all public relations matters for ED review and approval before distribution.
5. Provides technical support to CEC, legal policy, negotiation team and Syilx Representatives with documents for review by the ED including letters and briefing notes for CEC and AGA.
6. Maintains the highest level of confidentiality and professionalism in supporting the ongoing governance and executive functions required.
7. Coordinates all CEC, Annual General Assembly and other meetings as required.
8. Provides support to all committees and working groups as required by the ED.
9. Assists with special projects as assigned by the ED.
10. Provides various document searches for CEC, Legal & Policy Advisors and Executive Team as approved by ED

Administration and Supervision.

1. Prepares all document formatting included in binders and handouts for distribution for CEC and other meetings.
2. Takes and maintains a record of CEC and other meeting minutes as assigned.
3. Maintains the Motion/Action/Recommendation List and provides follow-up support
4. Works cooperatively with the internal Administrative Team and Communications as needed for e.g. input for Annual Report including preparation for approval by the ED.
5. Contributes to the development of standard operating procedures.

Finance

1. Assist Finance Administrator with compilation and preparation of Funding Agreements for execution for CEC signatures.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

1. Business administration diploma preferred.
2. Expert in Microsoft Suite office applications.
3. Minimum 10 years' experience in a related position
4. Experienced taking meeting minutes

Knowledge, Skills and Abilities

1. Aboriginal ancestry preferred.
2. Ensures confidentiality of information.
3. A good understanding of First Nations issues, practices and culture.
4. Demonstrated experience successfully working in Aboriginal organizations and cultural contexts.
5. Demonstrated organizational, time management and presentation skills and able to manage workload and make sound decisions within delegated authority.
6. Strong leadership, communication, and team-building skills.
7. Diplomacy, excellent communication skills.
8. IT literate (MS Office software) and able to deliver expert input in Word, Excel, Access and Adobe.
9. Ability to use mail merge for various mass letters when required
10. Ability to follow-up on various Motions, Action and Recommendations as directed by the CEC, Chairman and ED
11. Administers and coordinates all repair and maintenance needs for all locations, including office purchases as necessary and approved.
12. Able to apply a high level of analytical skills/intuition.
13. Professional and proactive approach to service delivery with positive outlook.
14. Demonstrated written and oral communication skills.
15. A reliable vehicle and a valid BC Driver's License.
16. Flexible work hours/willingness to work on evenings and weekend.

Hours: Full time 37.5 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@syilx.org Fax: (250) 707-0166

COMPETITION OPEN UNTIL FILLED