



# Hiring: Project and Engagement Support

**Application Process:** Applications will be reviewed on an ongoing basis until a suitable candidate is selected.

**Position Overview:** This role includes responsibilities as Project Lead or Project Coordinator when necessary. In these capacities, you will be accountable for all administrative and project-related tasks.

## Key Responsibilities:

### General Project Support:

- Assist and provide backup to the Senior Project Manager.
- Monitor project budgets as assigned.
- Aid in identifying committee members when required.
- Schedule and attend project-related meetings.
- Research and prepare materials for meetings.
- Develop and distribute meeting agendas and materials in advance.
- Track and address action items from meetings.
- Review, edit, and distribute meeting minutes to the project team.
- Format, edit, and update project information.
- Liaise with legal counsel for reviews and interpret findings.
- Coordinate with consultants and track their progress.
- Manage project deliverables, ensuring timely completion of key tasks.
- Supervise the day-to-day activities of project assistants.
- Present updates on project status and seek direction as needed.
- Draft speaking notes and deliver presentations.
- Assist in planning and executing events and community engagement initiatives.
- Develop marketing and informational materials (print and social media) to promote the project.
- Provide marketing materials to the Communications Department for distribution.
- Prepare and submit monthly and quarterly status reports to management.

### Document Management (Ongoing):

- Scan, upload, name, and tag documents into the archival digitized filing system.

### **Scheduling (Ongoing):**

- Provide support for scheduling tasks, including during peak times or when the primary scheduler is unavailable.

### **Community Engagement Events (Ongoing):**

- Collaborate with the Community Engagement Team to monitor online interactions during hybrid events.
- Record questions from both online and in-person attendees.

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

- Comprehensive understanding of the BC Treaty Process, and familiarity with Provincial and Federal government operations.
- Knowledge of Indigenous rights, land claims, and self-government.
- Proven ability to build cooperative and trusting relationships with diverse stakeholders.
- Excellent verbal and written communication skills, including public speaking and meeting facilitation.
- Strong research capabilities.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint).
- Exceptional member service skills: approachable, positive, responsive, and professional.
- Ability to work independently as well as part of a collaborative team.
- Respect for TTA Member Nations' culture and protocols.

### **Training, Education, and Experience:**

- Post-secondary degree or diploma in First Nations Studies, Aboriginal Law, or a related field.
- Minimum of 3 years of relevant experience, including project management.
- Experience in marketing and public engagement activities.
- Experience working with Indigenous communities.
- Valid Class 5 B.C. driver's license and access to a vehicle.

### **Working Conditions:**

Position based primarily in the Main Office (1500 D Admirals Rd. Victoria). Regular travel is required for meetings, events, and training, with occasional out-of-town travel. Flexibility for

occasional weekend and evening work is required for community meetings or workshops. Salary Range is \$20-\$24.00 per hour, depending on experience.

**Application Instructions:**

Please submit your cover letter and resume to [info@temexw.org](mailto:info@temexw.org). In your cover letter, detail your experience related to each listed responsibility and explain why you are the ideal candidate for this position. We kindly request all correspondence be conducted via email.