

**Te'mexw Treaty
Association
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Te'mexw Treaty Association (TTA)

Position Summary: Constitution & Communications Support Worker (CCSW)

The Constitution & Communications Support Worker will report to and take direction from the Project Coordinator (TTA) in all areas related to the Constitution and Treaty.

The CCSW will assist and actively participate in all areas of community engagement relating to the upcoming Constitution and Treaty Votes. They will distribute materials that aid members in understanding the details of the Constitution and Treaty. The CCSW will also assist members when completing various forms and surveys used by the Constitution and Treaty related Committees to finalize decisions.

The CCSW works with the TTA communication's team, alongside the Treaty Support Clerk and the Nation's Negotiator to assist with the community engagement by preparing materials and reaching out to the Nation's members involving them in Constitution and Treaty Discussions. Tasks will include door to door visits, attending meetings to support the TTA Communication team, and preparing materials and preparing envelopes for large mail outs. The CCSW will be the liaison with the Nation's Communications team and TTA's Communication team to ensure that all of TTA's developed Communications materials are posted and distributed to all members of the Nation through the various channels used by the Nation.

This position requires the employee to hold a valid driver's license and a reliable vehicle. The hours are 8:30 – 4:30 pm most days. There are some days in each month when work will start at noon to accommodate evening meetings (within an 8-hour work day). Each year, we have a Saturday event for three weeks. To avoid overtime, the Monday after each of these events will be a day off.

The full job description is attached below and also found on the Te'mexw Treaty Association website (temexw.org) and the Nation's Job Board.

Training for this position is expected to take place from November 20, 2024 – December 13, 2024. Regular work is expected to begin from January 13, 2025.

**To apply for this position, please send your resume along with a cover letter to
info@temexw.org**



Role Description & Accountabilities

Constitution & Communications Support Worker

Overview

Unified in our pursuit of self-governance, the Mission of the Te'mexw Treaty Association (TTA) is to negotiate just, modern day treaties, ensuring our citizens are knowledgeable and prepared to make informed decisions.

Position Summary

Each of our 5 Member Nations has a Te'mexw Treaty Association Treaty Office. Each Treaty office is staffed with a Constitution & Communications Support Worker (CCSW). The Treaty CCSW reports to TTA's Project Manager.

The CCSW works alongside the Treaty Support Clerk to ensure the smooth and efficient operation of the Treaty office and works to create a welcoming space for community members to visit and engage in the Treaty process.

Primary Responsibilities and Accountabilities (Community & Stakeholder Engagement)

- Work with TTA communication team and the Treaty Negotiator to develop and implement an effective communication plan with own Nation. Ensure all community members remain informed on Treaty and are prepared for the ratification vote.
- Provide members with updates on the Treaty process through various methods which may include producing Treaty office newsletters, conducting door-to-door visits, preparing mail-outs and hosting regular drop-in sessions at the Treaty Office.
- Assist the Treaty Support Clerk in Coordinating community Treaty meetings including preparing and sending out invitations/notices to members, inviting members door-to-door or by phone, arranging food/refreshments,
- Attend community Treaty meetings to support the Communications Technical Team
- Maintain a record of all community engagement/consultation activities in a format prescribed by TTA.
- Handle requests for information or refer request to the appropriate person if unable to assist.
- Act as an ambassador for the Treaty process and encourage community members to join the Treaty conversation.

Administration

- Contribute to the efficient operation of the Treaty Office
- Assist with answering the phone, responding to inquiries and relaying messages
- Assist with reviewing incoming mail and respond to/distribute accordingly
- Maintain an organized filing system
- As requested, backup the Treaty Support Clerk
- Report equipment issues to main office
- Ensure expense reports and other required forms are submitted to main office in a timely manner.
- Work with the Treaty Support Clerk to set up and arrange for food/refreshments for meetings held in the Treaty Office or chosen venue.
- Provide administrative support to the TTA's Project Manager and TTA's Communication Team as required.
- Follow TTA's procedure for submitting cheque request and expense reports.
- When assigned attend meetings for the purpose of taking minutes and reports.
- Prepare weekly work reports to submit along with your time card.

Special Projects

- Carry out special projects for the Negotiator or negotiating team as requested
- Carry out special projects for the main office or other Te'mexw representatives as requested
- Assist with set up and attend the Meetings as directed.

Internal Communication and Accountability

- Meet regularly with the Treaty Negotiator to receive updates on Treaty progress and related issues. Keep the Treaty Negotiator apprised of communication and engagement activities or any issues brought forward by membership.
- Work collaboratively with the Treaty Negotiator and Treaty Support Clerk to always ensure the members are being engaged in an effective and welcoming manner.
- Work with and support the Treaty Clerks in the other Treaty offices. Attend Treaty Clerk meetings that are scheduled from time to time. Provide back up support to other Treaty Offices as required for vacation/leave coverage.

Other related duties as assigned

Secondary Responsibilities and Accountabilities

From time to time, this position may provide support to our Nations outside of the primary responsibilities noted above. Within the hours of work designated to TTA, these secondary responsibilities will generally be completed only when primary responsibilities are complete or in special circumstances such as a significant community event. The project manager must be given advance warning of all such tasks.

Knowledge, Skills, and Abilities

- Intermediate computer skills including MS Office (Word, Excel, Outlook and PowerPoint).
- Well-developed office administration skills including filing and filing systems, operating office equipment and technology, basic bookkeeping skills, cash handling.
- Basic knowledge of the BC Treaty process.
- Willingness to act as an ambassador of the TTA Treaty process with a desire to assist community members learn about Treaty so they can make an informed vote.
- Good member service skills. Friendly, positive, responsive, professional and helpful.
- Strong interpersonal skills and the ability to build trusting relationships.
- Ability to take accurate and succinct meeting minutes.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Well-organized and proactive with strong time management skills.
- Ability to maintain confidentiality.
- Knowledge of respect for TTA Member Nations' culture and protocols .

Training, Education, and Experience

- Grade 12 plus some post-secondary or certificate program in office administration or related area or equivalent combination of experience.
- 2-3 years prior experience in office administration.
- Experience or training in minute taking.
- Experience working with an Indigenous community.
- Valid class 5 B.C. driver's license and access to a vehicle is required.

Working Conditions

- Work takes place mainly in the Treaty Office. Some travel for meetings, events and training. Flexibility for occasional weekend and evening work is required.

Critical Success Factors

- demonstrate respect for themselves and others in all in what they do.
- actively participate in shared work - understanding that commitment is demonstrated by compassionate and enthusiastic actions.
- seek knowledge from the past, bring passion to the present and provide solid teachings for the future.
- promote trust and pride and ensure that they exemplify respect, recognition and reconciliation.