

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

Position Summary: Eligibility and Enrolment (E&E) Manager

The **Eligibility and Enrolment Manager** will oversee the E&E process and manage the Eligibility and Enrolment Coordinators for the five Member Nations. This position will be based at the TTA Treaty Office (1500-D Admirals Road, Victoria, BC). The E&E Manager will lead the E&E Process and E&E Coordinators. The Eligibility and Enrolment Manager will report to TTA's Finance and Operations Manager.

The Eligibility and Enrolment Manager will familiarize themselves with Treaty documents, including but not limited to the draft Constitution, draft Treaty, proposed Treaty Lands (TL), and ongoing treaty initiatives. They will also serve as an ambassador for the Treaty process.

The Eligibility and Enrolment Manager will collaborate with the TTA's communication team, along with each Nation's Treaty Negotiator and Treaty Support Clerk, to create and implement an effective communication plan for the E&E process. They will strive to keep community members well-informed about E&E and all other relevant materials.

The Eligibility and Enrolment Manager will oversee the smooth and efficient operation of the E&E process while fostering a welcoming environment for community members to engage in enrolment. They will maintain regular communication with the five TTA Nations and their administrations, providing updates to the Nations' leadership as needed.

This position requires a valid driver's license and a reliable vehicle. The typical work hours are from 8:30 AM to 4:30 PM, with some days each month starting at noon to accommodate evening meetings (still within an 8-hour workday). Additionally, for three weeks each year, there will be a Saturday event, and the following Monday will be a day off to prevent any overtime.

This is a full-time position. The full job description is attached below, can also be 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

Eligibility and Enrolment (E&E) Manager

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

The Eligibility and Enrolment Manager will oversee the Eligibility and Enrolment Process and manage each of our 5 Member Nations Eligibility and Enrolment Coordinators. The Eligibility and Enrolment Manager will be located at the TTA Treaty Office. The Eligibility and Enrolment Manager reports to TTA's Managing Director.

The Eligibility and Enrolment Manager ensures smooth and efficient operation of the E&E process and works to create a welcoming space for community members to visit and engage in the enrolment process.

This is a full-time position.

Primary Responsibilities and Accountabilities (Community & Stakeholder Engagement)

- Familiarize themselves with Treaty documents such as (but not limited to); the Constitution, Draft Treaty, proposed Treaty Settlement Lands (TSL), and ongoing treaty initiatives
- Lead the E&E process and E&E Coordinators
- Work with TTA communication team and the Treaty Negotiator to develop and implement an effective communication plan for the E&E process. Ensure all community members remain informed on E&E and all other relevant materials.
- Provide members with updates on the E&E 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.
- Coordinate community E&E meetings including preparing and sending out invitations/notices to members, inviting members door-to-door or by phone, arranging food/refreshments, working with E&E Coordinators to set the agenda.
- Attend community Treaty meetings and speak to the E&E process.
- Liaise with the 5 TTA Nations and their Administration when necessary
- Lead Communications and Community Engagement in relation to E&E

- Handle all 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.
- Other duties as required

Primary E&E Administrative Duties

- Ensure the efficient operation of the enrolment process and lead the E&E team
- Respond to inquiries regarding E&E
- Lead creation/implementation of the enrolment database
- Oversee data entry and processes related to E&E
- Update caucus and main table meetings in relation to E&E
- Submit reports for E&E (monthly or annual) to Managing Director
- Keep regular office hours Monday-Friday (including a regular evening opening to provide access for community members who work during the day)
- Ensure expense reports and other required forms are submitted to Main Office in a timely manner.
- Ensure E&E project operations are carried out within the approved budgets.
- Provide administrative support to the Treaty Negotiator.
- Provide financial and other information to the main office as requested.
- Attend meetings for the purpose of taking minutes and reports.
- Attend caucus and alternate in meetings

Special Projects

- Carry out special projects for the Negotiator or negotiating team as requested by the Treaty Negotiator
- Carry out special projects for the main office or other Te'mexw representatives as requested by the Managing Director.
- Assist with set up and attend the Te'mexw Treaty Association Annual General Assembly.

Internal Communication and Accountability

- Meet regularly with the Te'mexw Treaty Association Managing Director to provide updates on the E&E project progress and related issues. Keep the Te'mexw Treaty Association Managing Director apprised of communication and engagement activities or any issues brought forward by membership.
- Assists with drafting and completing reports: progress reports and fiscal year end reporting.
- Reports to the Treaty Manager (TTA) and works 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 own community 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.

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 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.
- 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.
- 2-3 years prior experience in office administration.
- Experience or training in minute taking.
- Experience working with an Indigenous community.
- People management skills are an asset.
- 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.