

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

Position Summary: Eligibility and Enrolment (E&E) Coordinator (Songhees)

The Eligibility and Enrolment Coordinator will report to and take direction from the Eligibility and Enrolment Manager (TTA) in all areas related to eligibility and enrolment.

The E&E Coordinator is responsible for enrolling members of the Nation. This is the process to create a voters list enabling Nation members to participate in the ratification of the Constitution and Treaty.

The E&E Coordinator will work collaboratively with the Nation's Enrolment Committee. Tasks include data entry, facilitating and organizing meetings and activities to achieve the goals of the Enrolment Committee. The E&E Coordinator will be trained to support TTA's Communication team when attending meetings and community events. The E&E Coordinator will be tasked to ensure a smooth and efficient enrolment process for the Nation's community members and will work to create a welcoming space for community members to visit and engage in the overall Treaty-related engagement and activities.

This position requires the employee 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 the work will start at noon to accommodate the 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, 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) Coordinator

Overview

Songhees Nation strives to achieve community vision through good governance, delivering programs and pursuing projects and initiatives for the benefit of the Songhees People.

Position Summary

The Eligibility and Enrolment (E&E) Coordinator will report to and take direction from the Eligibility and Enrolment Manager (TTA) in all areas related to eligibility and enrolment. The E&E Coordinator is responsible for enrolling members of Songhees. This is the process to create a voters list allowing members to participate in the ratification of the Constitution and Treaty. The E+E Coordinator will work collaboratively with the Songhees enrolment committee. Tasks will include facilitating and organizing meetings and activities to achieve the goals of the committee.

The Eligibility and Enrolment Coordinator reports to TTA's Eligibility and Enrolment Manager and liaises with the Nation's Administration and Membership Clerk.

The Eligibility and Enrolment Coordinator ensures smooth and efficient enrolment process for Songhees and works to create a welcoming space for community members to visit and engage in the overall Treaty process.

The Eligibility and Enrolment Coordinator will gain knowledge and familiarity through a willingness to learn about Songheeshistory, people and culture is required and willingness to adhere to the Songhees and TTA vision and values. In addition, the Eligibility and Enrolment Coordinator will gain a knowledge and understanding of the Treaty and Constitution.

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
- Enroll Songhees member and eligible members in the Treaty
- Organize and coordinate meetings in relation to E&E
- Liaise with Songhees Administration when necessary
- Assist with Communications and Community Engagement related to E&E
- Other duties as required

Primary E&E Administrative Duties

- Ensure the efficient operation of the enrolment process
- Respond to inquiries regarding E&E
- Maintain an organized filing system and database
- Input data during the enrolment process
- Process enrolment applications
- Record and track minutes and a record of decision log for E&E committee meetings
- Chair Songhees E&E committee meetings
- Administrative duties for the E&E Manager
- Keep regular office hours Monday-Friday (including a regular evening opening to provide access for community members who work during the day)
- Carry out E&E project operations within the approved budget.
- Provide details of upcoming meetings to and work with the Treaty Support Clerk to organize meetings. (Confirm: Venue/dates/food/refreshments for E&E meetings).
- Provide administrative support to the Te'mexw Treaty Association E&E Manager.
- 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 main office or other Te'mexw representatives as requested by the Te'mexw Treaty Association E&E Manager.
- 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 E&E Manager to receive updates on the E&E project progress and related issues. Keep the Te'mexw Treaty Association E&E Manager apprised of communication and engagement activities, or any issues brought forward by membership.
- Work collaboratively with the TTA E&E Manager to complete reports: progress reports and fiscal year end reporting.
- 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 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 is preferred.
- Experience or training in minute taking.
- Experience working with an Indigenous community.
- Deadline-driven and responds well under occasional pressure
- Excellent written and oral communication skills
- Strong knowledge of Microsoft Office, especially Excel and PowerPoint
- Knowledge of functions and uses of social media platforms
- Data entry experience is 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.