



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
Administration Fax: (250) 949-7105

GOVERNANCE DIRECTOR

Department: Administration
Deadline: September 21, 2024
Start Date: September 30, 2024
Reports To: Executive Director

Salary Range: \$91,305 (Negotiable depending on qualifications and experience.)

Position Overview:

The Wuikinuxv Nation Governance Director is a strategic leadership role responsible for overseeing and supporting governance processes and negotiations with external agencies and different levels of government. This position involves developing and supporting internal governance frameworks, policies, and procedures, while also managing external relations and political advocacy. The Governance Director will ensure effective collaboration and communication both internally and externally and maintain a high level of organizational efficiency in managing projects and advocating for the Wuikinuxv Nation (WKO).

Key Responsibilities:

1. **External Relations & Negotiations:**
 - Work with external agencies and government bodies to support and negotiate agreements related to reconciliation and other governance matters.
 - Support and facilitate discussions and negotiations with external stakeholders to advance WKO's interests.
2. **Internal Governance Development:**
 - Develop and support internal governance documents, including constitutions, election codes, and other key governance frameworks.
 - Collaborate with internal departments to ensure policies and procedures align with broader governance objectives and operational needs.
3. **Policy and Procedure Support:**
 - Provide guidance on the development and implementation of policies and procedures, ensuring they fit into the larger governance framework.
 - Ensure that the policies and procedures are practical and effective and support their integration across different departments.
4. **Accountability and Collaboration:**
 - Develop and manage an accountability matrix, working closely with hereditary leaders and other key stakeholders.
 - Serve as a liaison between internal and external parties, ensuring that the right individuals are engaged in discussions and decision-making processes.
5. **Operational Responsibilities:**
 - Oversee budgeting, work planning, and staff management to ensure effective implementation of governance activities.
 - Coordinate virtual meetings, manage communication through email, Dropbox, Microsoft Office, and Google Suite, and ensure smooth administrative operations.

6. **Advocacy and Political Strategy:**
 - Maintain a strong network of government contacts to support political advocacy and strategic advice for the Council.
 - Set up and manage meetings, ensuring that the appropriate participants are present for effective discussions and negotiations.
7. **Community Engagement:**
 - Spend a significant portion of time in the community to maintain strong relationships and stay informed about local traditions and culture.
 - Be transparent and communicative about ongoing work and strategies, ensuring that community members are well-informed.

Qualifications:

- **Education:**
 - Bachelor's degree in Indigenous Governance, Political Science, First Nations Studies, or a related field.
- **Experience:**
 - Minimum of 5 years of experience working within Indigenous Nations in a governance role or equivalent position.
 - Demonstrated knowledge of Aboriginal Title and Rights, including recent court cases and precedents.
- **Skills and Competencies:**
 - Strong ability to build and maintain relationships with internal and external partners.
 - Diplomatic and professional demeanor with excellent communication and collaboration skills.
 - Knowledge of federal and provincial systems, or the ability to quickly build upon this knowledge.
 - Ability to think creatively and support innovative governance practices.
 - Highly organized with effective time management skills and the ability to handle multiple projects and deadlines.
 - Proficiency in virtual meeting software, email, Dropbox, Microsoft Office, and Google Suite.
 - Willingness to travel and spend significant time within the community.
 - Awareness of and respect for WKO traditions and culture.

Application Instructions:

Interested individuals are encouraged to submit their Cover Letter and Resume to **Malista McIntyre at executive_director@wukinuxv.net with the subject "Governance Director - <Name>"**. In your cover letter, please highlight your relevant experience and explain how your skills align with the responsibilities of the Wukinuxv Nation Governance Director role.

Posting Closes – September 21, 2024