



## JOB DESCRIPTION

Title:	Indigenous Relations Coordinator
Department:	Office of the CAO
Supervisor:	Indigenous Relations Advisor
Status:	Full time, Regular
Date Updated:	May 2026

### **Job Overview**

The Indigenous Relations Coordinator helps advance the Squamish-Lillooet Regional District (SLRD)'s Indigenous relations and engagement work across a range of services, in support of its commitment to respectful relationships, truth, reconciliation and the implementation of the United Nations Declaration on the Rights of Indigenous Peoples and relevant Calls to Action from the Truth and Reconciliation Commission of Canada's Final Report.

Reporting to the Indigenous Relations Advisor, this position is responsible for providing project management, engagement and administrative support across a variety of initiatives, organizing relationship building events, and coordinating education and training for SLRD staff and Board members.

### **Key Responsibilities**

- In close collaboration with the Indigenous Relations Advisor, provide staff with verbal and written analysis and guidance for engagement and collaboration with First Nations on a wide variety of projects, planning and events across all departments.
- Provide project management and administrative support to staff on First Nations engagement including drafting, reviewing and sending correspondence, follow-up calls, document retention, tracking engagement and action items, and supporting meetings with First Nations staff.
- Support the Indigenous Relations Advisor to build and maintain effective working relationships with First Nations staff, relay First Nations requests and interests to staff, and work collaboratively with all parties to respond to requests and address issues raised.
- Coordinate the development and delivery of meaningful and effective outreach and engagement activities, including government-to-government meetings between the SLRD and local First Nations as well as related community engagement.
- Coordinate the administration of related grants as assigned, including research, preparation and drafting of funding applications and reporting.
- Coordinate training and educational events for staff and Board Directors.
- Collaborate with the Indigenous Relations Advisor to develop and deliver training and presentations for staff.
- Support the Indigenous Relations Advisor to deliver events for Board Directors.
- Coordinate the development of related educational materials for staff, including writing accessible content. Coordinate the development of both physical and virtual resource libraries to support continuous learning for staff and SLRD Board members.
- Contribute to the review and revision and / or development and implementation of related corporate policies and procedures.

- Plan, coordinate and implement a variety of related initiatives and projects, including serving as project lead where assigned.
- Prepare meeting minutes, reports, proposals, letters and communications materials.
- Monitor, evaluate and report on communications and engagement programs, strategies, plans, tools and policies.
- Support the development and maintenance of organizational systems to manage contact information, community profiles and detailed records of engagement related to First Nations relations.
- Assist the Indigenous Relations Advisor and /or the Chief Administrative Officer as required – i.e., conducting research, drafting reports, policies, presentations, etc.
- Assists as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties.

### **Key Skills and Abilities**

- Ability to build and maintain effective relationships with and work effectively with a diverse group of people including staff at various levels and departments, government agencies, First Nations, community organizations, the public and other partners.
- Knowledge and experience working with First Nations is an asset, including experience working with First Nations consultation and engagement processes.
- Training in Indigenous cultural safety and humility or equivalent lived experience.
- Good knowledge and understanding of the history and enduring legacy of colonization in British Columbia and Canada, as well as the contemporary context for Indigenous relations and reconciliation including the TRC Report and Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), related provincial and federal legislation and relevant case law.
- Project management and administrative skills and the proven ability to meet deliverables.
- Experience coordinating training and education opportunities. Experience facilitating or delivering training is an asset.
- Proficiency and experience writing a range of documents, such as correspondence, reports, proposals, communications and training materials.
- Adaptable and open to change, with the ability to work respectfully in evolving First Nations relations and support team members through change.
- Commitment to supporting diversity, equity, inclusion, and anti-racism.
- Excellent oral, written and interpersonal communication skills, including the ability to express thoughts and ideas clearly in plain language.
- Excellent research, organizational, time management, administrative and computer skills.
- Self-motivation with appreciation for being part of a team.
- Exceptional diplomacy, tact and judgement; able to handle confidential and sensitive matters with discretion at all times.
- Ability to meet and deal tactfully and effectively with persons representing professional, public and community groups in a wide variety of situations.

### **Qualifications**

- A Degree in Indigenous studies, public administration or public policy, political science, law, or a related discipline;
- A minimum of 3 years' experience in a related field with an emphasis on Indigenous studies, or focus in public administration, public policy, political science, law, or a related discipline.
- An equivalent combination of education and experience may be considered.