



Job Posting: Local Government Program Manager – W̱SÁNEĆ Leadership Council

Job Overview

Reporting to the WLC Board of Directors and contributing First Nations, the Program Manager will coordinate and support the W̱SÁNEĆ Leadership Council (WLC) to develop and implement agreements with local governments. The Program Manager will work closely with the WLC Technical Committees and will be directly supported by WLC policy and referrals staff to review, analyze, and recommend changes to local government documents to better reflect W̱SÁNEĆ values.

The WLC is an organization that aids the W̱SÁNEĆ Nation, specifically the Tsartlip and Tseycum First Nations, on collaborative initiatives. The purpose of the WLC is to help the communities we represent reclaim governance roles, responsibilities, and authorities over the W̱SÁNEĆ territories and collaborate on issues of shared interest with our neighboring communities.

The WLC has a Memorandum of Understanding (MOU) with the District of Saanich and a growing relationship with the Capital Regional District, requiring dedicated staff capacity.

The WLC is committed to respecting diversity within our team and developing capacity for First Nations people. We encourage all First Nations applicants to self-identify as First Nations in our recruitment processes. Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to First Nations candidates.

Essential Functions

Local Government Coordination and Support

- Coordinate and implement activities related to any local government-to-government agreement discussions, including agreement drafting and briefing leadership.
- Manage multiple WLC–Local Government Projects and organize the implementation of WLC local government MOU activities, including work planning, budgeting, meeting planning, progress management, and report review and edits.
- Plan and implement communications and community engagement required for local government files.
- Work directly with the WLC and W̱SÁNEĆ First Nations to coordinate relationship-building initiatives with the CRD and municipal governments in the W̱SÁNEĆ Territory.
- Promote and advance W̱SÁNEĆ interests in the W̱SÁNEĆ Territory as it relates to local government jurisdiction and work to implement W̱SÁNEĆ rights and title.

Meeting Coordination

- Work with the WLC, the WTAC, and the CRD to set up meetings, develop agendas, create necessary supporting documents, ensure minutes and action points are recorded, and issue regular communications.
- Support the WLC and the WTAC Committee Members in participating in meetings and related programs, projects, and activities.
- Draft input from WLC Technical Committees into necessary work plans, budgets, interim and final reports, and other activities required to inform leadership decision-making.
- Prepare briefing documents, presentations, and other materials, and provide briefings and presentations to the WLC, the WTAC, and/or Community Chief and Councils as requested.

Communications and Information Management

- Set up and maintain a multi-user site for common documents, meeting notes, research results, agendas, work plans, and a calendar of events.
- Liaise with the province to learn about and advocate for policy change in the Local Government Act.
- Plan and contribute to Nations' community-level information sessions and engagement as appropriate and as requested.
- Maintain confidentiality on all matters relating to the affairs of the WLC.

MOU Drafting and Implementation

- Utilize committee meetings to inform the drafting and implementation of local government agreements.
- Oversee the general administration of the local government work, including managing any contracts arising from the WLC's work.
- Perform administrative activities required for the program funding and provide general ledger and financial and narrative reports to the WLC.
- Carry out other reasonable duties as requested by the WLC and the WSÁNEĆ Nations.

Required Experience and Qualifications

- Three or more years of experience in a leadership role with competencies in program management, planning and strategic administration, and multi-party project coordination.
- Project Management Certificate and/or a bachelor's degree in a relevant discipline such as Indigenous Governance, Public Administration, Political Science, or Resource and Environmental Management (or equivalent combinations of education, experience, knowledge, skills, and abilities).
- Demonstrated experience working with First Nations and liaising with government agencies on laws, rights and title issues, traditional ecological knowledge, and the importance of consent in resource management and economic development opportunities.
- Contract management experience, including request for proposal, contract proposal review and evaluation, and contract execution.
- Administrative competencies, including the ability to coordinate participation in events, prepare cheque requisitions and invoices, and track project budgets.

Required Attributes

- Ability to manage difficult situations and use facilitation skills to find consensus solutions.
- Self-motivated with the ability to work effectively in a highly dynamic, multi-team environment with significant autonomy.
- Ability to motivate and help direct others to gain collective support for new and ongoing initiatives.
- Ability to manage meetings and work effectively in virtual, in-person, and hybrid environments.
- Ability to summarize and interpret complex, detailed information into plain language documents and presentations.
- Knowledge of modern office practices, procedures, systems, software, and equipment.
- Strong organizational and planning skills.

- Excellent interpersonal and communication abilities.

Desirable Experience and Qualifications (Not Required)

- Experience working with First Nations collectives (e.g., tribal councils, consortiums, regional First Nations organizations).
- Understanding of ecosystem-based management and its application to marine conservation, resource, and economic development.

Terms

- The position is a two-year contract based on a 30-40 hour work week at a rate commensurate with experience (salary scale \$70,000-\$82,000, negotiable for contractors). There may be an opportunity for renewal or extension.
- The successful candidate will negotiate the terms of the contract, including flexibility regarding whether the role is on contract or by employment.

Organization

- Reports to: WLC Board of Directors and contributing First Nations
- Supports: Contributing First Nations in areas of local government files where they seek assistance.

To Apply

We invite applications consisting of a one-page cover letter and a resume with names of references. Applications should be submitted to marla.sampson@wsanec.com with the subject line: Local Government Program Management no later than 4:00 pm PST Monday, August 23, 2024.

WSÁNEĆ Leadership Council Society
800b Stellys Cross Rd
Saanichton, BC V8M 1J4

The WSÁNEĆ Leadership Council thanks all applicants for their interest; however, only those selected for an interview will be contacted.