



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Process Advisor

<b>Job ID</b>	<b>68-2F-1B-9C-97-4F</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=68-2F-1B-9C-97-4F">https://careers.indigenous.link/viewjob?jobname=68-2F-1B-9C-97-4F</a>	
<b>Company</b>	BC Treaty Commission	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2019-03-14	To: 2019-09-10
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	English	

### Description

Reporting to the Director and Associate Director of Process, the Process Advisor is a member of a small team that assists the Treaty Commission in carrying out its mandate. Responsibilities include: monitoring the negotiating parties' progress in treaty negotiations; identifying obstacles and possible solutions; providing research, advice, recommendations and assistance to the Treaty Commission; and facilitating negotiations as directed by Commissioners and the Directors.

#### RESPONSIBILITIES

1. Supports Commissioners at treaty tables by establishing and maintaining relationships with the parties at assigned tables, providing advice/information, and building trust as an impartial facilitator.
2. Carries out facilitation duties on behalf of the Treaty Commission, which may also include chairing of meetings.
3. Travels to and attends assigned treaty negotiation tables, or special gatherings as requested, including travel to remote and rural areas.
4. Reviews all correspondence related to assigned tables and prepares briefing summaries and drafts correspondence.
5. Monitors the progress of negotiations. Ensures the Chief Commissioner, Commissioner(s), and appropriate Directors are advised of significant issues. Identifies and analyzes obstacles to progress; suggests remedial actions to the Commissioner(s).
6. As required, explains Treaty Commission policies and procedures to the parties and monitors compliance; advises Commissioners of areas of non-compliance.
7. Researches matters that impact the treaty negotiations process; analyzes and prepares discussion papers containing recommendations.
8. Supports the Treaty Commission with special projects and initiatives, and as requested represents the Treaty Commission at public information and education forums.
9. Participates in BCTC internal meetings as required.
10. Works cooperatively and collaboratively with all Commissioners and departments.
11. Performs other related functions as assigned.

Applications will be accepted until the position is filled.

### Credentials

Class 5 Driver's Licence

### Education Requirements

- Bachelor's Degree in a relevant discipline
- A combination of education and experience will be considered
- Compensation will be commensurate with experience

### Essential Skills

- Knowledge of First Nations issues, politics and the BC treaty negotiations process
- Cross-cultural understanding and sensitivities
- Analytical and problem-solving skills
- Knowledge of types of meeting dynamics, and/or facilitation and mediation skills

- Diplomacy and judgment in sensitive, complex political situations
- Ability to maintain confidentiality of information and adhere to Treaty Commission policies
- Ability to prioritize work load and work under pressure to meet deadlines
- Ability to work in a team environment and independently
- Flexibility in work schedule and ability travel on short notice is required;
- Comfortable travelling to rural and remote areas
- Excellent organizational skills
- Excellent interpersonal, verbal and written communication skills
- Experienced computer skills, internet and Microsoft programs
- Must possess a valid driver's license

**Work Environment**

Office setting in downtown Vancouver. Regular office hours are from 8:30-4:30, Monday to Friday. The role involves a significant amount of travel, so a flexible schedule is required.

**How to Apply**

Please submit your cover letter and CV/resume to [reception@bctreaty.ca](mailto:reception@bctreaty.ca); only those short-listed will be contacted for an interview.