



## ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

[www.akisq̓nuk.org](http://www.akisq̓nuk.org)

THE LAND OF THE TWO LAKES

### Director of Governance (full-time)

ʔakisq̓nuk First Nation is looking for a **Director of Governance** to join our team. Reporting directly to the Chief and Council, this role will play a crucial part in offering professional and technical support for governance processes and activities. Responsible for supervising the Policy Coordinator, and in alignment with the Indian Self-Government Enabling Act, the primary focus will be advancing the governance aspirations of ʔakisq̓nuk government. This involves navigating new provincial and federal legislation, adapting to changes in the Ktunaxa Governments, and responding to emerging economic, employment, and social conditions..

ʔakisq̓nuk First Nation ("ʔAFN") is a member Community of the Ktunaxa Nation. ʔAFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the ʔAFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

**Note: This position is full-time with a set weekly schedule.**

#### The primary responsibilities include:

- Implement and interpret AFN's governance frameworks.
- Coordinate governance meetings and initiatives for Chief and Council.
- Guide the Chief and Council in asserting AFN's rights and title.
- Contribute to continuous improvement of AFN governance systems.
- Drive engagement and collaboration through record-keeping.
- Conduct special studies and prepare materials for Chief and Council consideration.
- Ensure effective internal communications.
- Identify and arrange training and capacity development.
- Support implementation of governance strategies and initiatives.
- Collaborate with stakeholders to advance governance initiatives.
- Attend meetings as directed and prepare an annual work plan.
- Set a tone of leadership focused on people and collaboration.
- Employ a dual focus on internal and external governance relations.
- Serve as a recording secretary for meetings and manage documentation for governance activities, while ensuring adherence to record retention policies.
- Coordinate orientation for new Council members.
- Conduct research, synthesize information, and provide briefings on governance issues.
- Implement UN Declaration on the Rights of Indigenous Peoples Act.
- Compare data analysis on governance issues and propose positions to Council.
- Prepare letters, reports, and research to address legislation.



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- Assist with interpretation of AFN agreements and laws.
- Facilitate and support AFN's committees and consultations.
- Develop a work plan for citizen engagement activities.
- Ensure ongoing communication updates to Chief and Council.
- Support community outreach for Chief and Council.
- Support social media activities related to governance.
- Other duties as required.

### Qualifications:

- Bachelor's degree in a related field (First Nations Management, Public Policy, Governance, Indigenous Affairs, Social Sciences, Economics, or Political Science).
- Indigenous Governance Certificate an asset.
- Minimum of 5 years of experience working within a governance structure.
- Excellent communication and interpersonal skills, including expert level writing skills.
- Knowledge of Indigenous policies and governance.
- Strong customer services skills when working with Nation members and external policy stakeholders.
- Experience working with First Nations / Indigenous communities.
- Knowledge of language, history and culture of the Ktunaxa Nation is an asset.
- Working knowledge of the functions and interactions of the various levels of government including federal, provincial, Treaty First Nation, and municipal, etc.
- Understanding of Public and Band Policy as it relates to reservation Indigenous issues.
- Political savviness and curiosity.
- **NOTE: A criminal check and vulnerable sector search will be conducted on the successful applicant**

### What we offer:

- Competitive pay (\$75,000-\$110,000 per year, depending on education and experience)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Paid annual vacation
- Paid sick days
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service
- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service



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- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to [hr@akisqnuq.org](mailto:hr@akisqnuq.org)

*Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.*