



EMPLOYMENT OPPORTUNITY

Manager of Government Relations / Fort McMurray

The Athabasca Chipewyan First Nation is seeking a highly motivated, mature individual with strong leadership and communication skills for the full-time position of **Manager of Government Relations.**

GENERAL RESPONSIBILITIES

- Manage and supervise the responsibilities and performance of all Government Relations Branch personnel.
- Lead the Government team to deliver agreed outcomes; quality, timelines and cost for consultation.
- Monitoring of existing projects, including environmental issues, identifying relevant concerns and ensuring that performance problems are addressed in a timely and appropriate manner.
- Effectively implement Government review process relating to government initiated projects.
- Implement Indigenous Knowledge of sharing agreement that ensure all relevant information is captured and incorporated.
- Contributes to the ACFN Industry Relations Corporation, to include responsibility for:
 - Conduct interviews for use in validating Athabasca Chipewyan First Nation's concerns and issues
 - Maintaining the collection of traditional knowledge, historical, economic, environmental, baseline and demographic studies and contributing to the development of protocols and guidelines for use of such information by others, including Industry
 - Maintaining an awareness of and advocating for environmental and socio concerns and interests on behalf of the First Nation
 - Contributing to Industry Relations Corporation communication strategies and activities such as news bulletins, membership and Elders meetings and retreats
- Keeps the IRC Director informed of sensitive and important regulatory information, issues and events that may affect the Industry Relations Corporation and the Athabasca Chipewyan First Nation.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the IRC Director

QUALIFICATIONS

- Post-Secondary Four (4) Year Degree in related discipline (Political Science, Aboriginal Studies, Applied Sciences or Business Administration)
- Formal education or training to include government affairs and applicable regulations, research, conflict resolution, negotiations, communications and writing
- Three to Four (3-4) years directing related Government affairs experience
- Experience working with Aboriginal communities
- Extensive awareness and / or knowledge and understanding of environmental and socio-economic concerns
- Knowledge and understanding of applicable Provincial and Federal Regulations and Government processes
- Knowledge and understanding of First Nations' issues pertaining to treaty rights in relation to the land, culture, communities and their respective organizations.
- Demonstrated skills in strategic design
- Excellent organization and project management skills
- Excellent written and oral communication skills
- Excellent problem solving and conflict resolution skills
- Ability to work with multiple stakeholders and developers
- Excellent computer skills with working knowledge of Microsoft Office, Explorer and Outlook
- Possess and maintain a valid Class 5 Driver's License and own or access to a vehicle
- Ability to travel, work after hours and/or weekends when required
- Fluent in speaking and writing Dene
- Excellent interpersonal and people management skills
- Exceptional integrity and professionalism
- Exceptional planning, organizational and coordination skills
- Ability to work independently with minimal supervision
- Ability to consistently demonstrate tact, discretion and sound judgment
- Proficient in financial management of Government grants
- Exceptional analytical and decision-making skills

Ability to be successfully pass a pre-employment drug and alcohol test as well as a criminal record check

Salary will be dependent on experience and qualifications.

Applications will be accepted until February 9, 2018 @ 3:00pm

Applications may be emailed in confidence to diane.edison@acfn.com.

Applications may also be faxed to 780-791-3632.

We thank all applicants, but only those selected for interviews will be contacted.