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[www.saikuz.com](http://www.saikuz.com)

**TITLE** : Implementation Coordinator  
**HOURS** : Full-time, Contract  
**SUPERVISOR** : General Manager  
**POSTING CLOSES** : August 21<sup>st</sup>, 2020  
**START DATE** : September 8<sup>th</sup>, 2020

### POSITION SUMMARY

The Implementation Coordinator a member of the Carrier Sekani First Nations (CSFN) Community Implementation Team. It is a specialized role and is the person who, at the community level, orchestrates the Pathways Forward Agreement 2.0 (PFA 2.0)\* implementation activity. The successful candidate will know about event management, communications strategies, and be able to liaise and share information with diverse groups.

### RESPONSIBILITIES INCLUDE:

- Coordinate Implementation Team meetings, work plans, and community engagement.
- Ensure the Implementation Team actively engages the CSFN Reconciliation Table, Forestry Table and Subcommittee on Tenure, Environmental Stewardship Initiative (ESI), and Stewardship Table.
- Facilitate meetings (calendar holds/invites/meeting agendas and summaries/Zoom).
- Utilize project management tools to track and follow up on commitments and action items.
- Collaborate with the CSFN Archivist to manage records and information.
- Support community members with various implementation initiatives, including training and potential leadership of community implementation coordinators.
- Network with the CSFNs, BC, and Canada, and support the Implementation Team in doing so.
- Provide other project management, engagement, and communications support to the Implementation Team as needed.

**In short**, the Implementation Coordinator is the person who manages the logistics and performance management of PFA 2.0 implementation for Saik'uz First Nation's community.

\* PFA 2.0 is a landmark revenue-sharing and collaborative decision-making agreement between the governments of BC and the CSFNs—Saik'uz First Nation, Burns Lake Band, Nadleh Whut'en, Nak'azdli Whut'en, Stellat'en First Nation, Takla Nation, and Tl'azt'en Nation. For more information, please view here:

[http://www.carriersekani.ca/images/docs/Pathways\\_Foward\\_2.0\\_Brochure\\_WEB\\_READY\\_\(1\).pdf](http://www.carriersekani.ca/images/docs/Pathways_Foward_2.0_Brochure_WEB_READY_(1).pdf)

### COVID-19 considerations:

- To keep our staff as safe as possible, we've installed plexiglass barriers at reception, provided hand sanitizer to all workstations and masks to all staff, and marked out 2-metre safe zones around all workstations and in high-traffic areas. Additional, the Saik'uz Band Office is open on an appointment-only basis to ensure the tracking of those visiting the building, allow for proper sanitization after each visitor, and keep the number individuals in the building at any one time within the guidelines provided by BC's Public Health Officer.

Please submit your cover letter and resume to Tracy Appel, General Manager, at the Saik'uz Band Office or via e-mail at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) by **4:00 PM** on **August 28<sup>th</sup>, 2020**.

**We thank everyone for their interest; however, only those selected for an interview will be contacted.**