

**JOIN  
OUR  
TEAM**



# **HAÍŁZAQV CONSTITUTIONAL COORDINATOR 6 MONTH CONTRACT**

HTC is seeking a qualified candidate to Coordinate community engagement on a DRAFT of the Haíłzaqv Constitution. The successful candidate will have project coordination experience, a working understanding of Haíłzaqv and Canadian governance systems or in a related field. This position will be the person primarily responsible for ensuring the community engagement phase of the Constitution goes smoothly. This person will have to be comfortable publicly sharing information, having a working understanding of the Constitution and be a community champion for the approval of the Constitution. They will also need to record and synthesize community recommendations and feedback.

Other responsibilities include but are not limited to:

Learning and understanding the Constitution; Communicating with community members and stakeholders regarding the Constitution and Constitutional goals of the Nation; Conducting community engagements on the Constitution; Performing administrative tasks such as preparing invoices, estimates, scheduling and coordinating community engagements in Bella Bella and outside of Bella Bella; Liaising with Haíłzaqv technical staff and leadership on community engagement scheduling and implementation; Assisting in creation of communication materials for all levels of literacy and being creative for addressing any barriers to community engagement regarding the Constitution; Recording of all feedback, input and participation at community engagements; Contributing to community engagement plan and community ratification plan.

Qualifications and Experience:

The successful candidate will be highly motivated and resourceful, with an aptitude for learning and sharing information regarding our Constitution. Essential qualifications and experience for this position include: Preferably 1-2 years experience as a Project Coordinator in a related field; Ability to multi-task effectively while meeting or exceeding deadlines; Excellent verbal and written communication skills; Highly organized, attentive to detail and strong problem-solving skills; Strong computer skills with proficiency in Zoom, Microsoft PowerPoint and Word and project/data management software; Ability to work independently and in a team environment.

Schedule: Flexible. Need to be able to work evenings and weekends for community engagements. 37.5 hours weekly

Please submit resume by April 08, 2024 to Eleanor Thompson - [hr.manager@heiltsuk.ca](mailto:hr.manager@heiltsuk.ca)