



**/'Wuikinuxv Nation**  
c/o Bag 3500 Port Hardy BC, V0N 2P0  
Phone: 250.949.8625

## Job Description

Job title	'Wuikinuxv Governance Clerk
Reports to	'Wuikinuxv Governance Director
Accountable to	'Wuikinuxv Elders, Traditional Leaders and Matriarchs, and the 'Wuikinuxv Community

## Job purpose

The Governance Clerk will provide technical assistance and coordination support in the development of the Wuikinuxv Nation's Governance Codes, related policies, and identification of future capacity-building needs and an implementation plan. The role will involve conducting research, engaging with the community, and contributing to technical writing. The Governance Clerk will also collaborate with and organize meetings for the Governance Committee of the Wuikinuxv Nation.

## Duties and responsibilities

### Governance Codes Development:

- Assist in the creation, review, and revision of the Wuikinuxv Nation's Governance Codes and associated policies to ensure that align with the Nation's evolving needs.
- Conduct thorough research on best practices, relevant regulations, and established standards to support the development of, and continuous improvement of governance documents.
- Collaborate with leadership and legal advisors to ensure that governance documents accurately reflect the cultural traditions, legal requirements, and operational needs of the Wuikinuxv Nation, ensuring both compliance and cultural relevance.

### Community Engagement:

- Organize and facilitate community meetings, consultations, and feedback sessions to gather input on governance-related matters.
- Work closely with community members to ensure their voices are heard and considered in governance decision-making processes.
- Develop and maintain positive relationships with community members, stakeholders, and external partners.

### Capacity Building Needs Assessment:

- Conduct assessments to identify the governance and organizational capacity-building needs of the Wuikinuxv Nation.

PO Box 1330  
Lillooet, BC V0K 1V0  
Phone: (250)256-4800 Fax: (250)



- Collaborate with community leaders and governance committees to identify areas for training, development, and support.
- Provide recommendations on capacity-building initiatives to enhance the effectiveness of the governance structure.

**Implementation Planning:**

- Assist in the development of a comprehensive implementation plan for governance initiatives, ensuring alignment with the Wuikinuxv Nations strategic goals and priorities.
- Monitor and track the progress of the implementation plan, providing regular updates and reports to the Governance Committee to ensure transparency and accountability.
- Support the coordination of resources, timelines, and activities, ensuring all aspects of the implementation plan are executed effectively and within scope.
- Collaborate with key stakeholders to address any challenges or adjustments needed, ensuring the successful and timely implementation of governance initiatives.

**Technical Writing:**

- Contribute to the drafting, editing, and formatting of governance documents, reports, and other written materials.
- Prepare clear, concise, and accessible written content for a variety of audiences, including community members, stakeholders, and external partners.
- Ensure that governance materials are consistent with the values, traditions, and legal frameworks of the Wuikinuxv Nation.

**Governance Committee Support:**

- Assist in organizing and coordinating meetings for the Governance Committee, including scheduling, preparing agendas, and taking meeting minutes.
- Provide administrative support to the Governance Committee by maintaining records, tracking action items, and ensuring follow-up on decisions.
- Help facilitate communication between the Governance Committee and other relevant parties.

**Administrative Support:**

- Maintain organized records of governance-related documents, correspondence, and meeting notes.
- Assist with the preparation and submission of reports, proposals, and funding applications related to governance projects.
- Provide administrative support for governance-related events and initiatives as needed.

**Collaboration and Teamwork:**

- Work closely with other members of the governance team, community leaders, and external partners to ensure the success of governance projects and initiatives.
- Promote a collaborative and inclusive working environment that values diverse perspectives and contributions.

- Participate in regular team meetings and provide input on governance strategies and priorities.

## Qualifications

- Must have Grade 12
- Computer literate
- Good communication skills, oral and written
- Demonstrated interest and understanding of First Nation governance issues and current developments
- Demonstrated ability to communicate effectively with a broad range of people including community members, government officials, other First Nations and professional resources
- Demonstrated understanding of First Nation's culture and values
- Experience working with aboriginal organizations or First Nation an asset
- Ability to work as an effective team member
- Positive attitude and capacity to act as a healthy lifestyle role model
- Ability to travel and attend training relevant to the position

## Working conditions

The regular hours of employment for the 'Wuikinuxv Governance Clerk are Monday to Friday 8:30am to 4:30pm, with an unpaid lunch break from 12 noon to 1:00 pm, totalling a work day of 7 hours. Work may involve travel and attendance of meetings outside of these regular work hours.

## Remunerations and Benefits

Starting Salary: \$58,500 per annum.

Benefits Package (Post-Probation): After the successful completion of your probationary period, you will be eligible for a comprehensive benefits package

We are committed to supporting the health, well-being, and career growth of our employees.

Additional benefits and details will be provided upon successful completion of the probationary period.

How to Apply

Please submit your resume and a cover letter detailing your experience and why you are interested in this position to Melanie Macleod at [governance\\_director@wuikinuxv.net](mailto:governance_director@wuikinuxv.net). Applications will be accepted until April 4, 2025.

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Approved by:

Date approved:

Reviewed:

This job description may be reviewed annually.