



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Employment Opportunity

Implementation Agreement Coordinator

Location: Blueberry River First Nations

Reports To: Lands Manager (or CAO until the Lands Manager position is filled)

Employment Type: Full-Time

Salary Range: Competitive salary based on qualifications and experience

About Blueberry River First Nations

Blueberry River First Nations (BRFN) is a proud Treaty 8 Nation located in northeastern British Columbia. Guided by our values of Respect, Inclusiveness, Responsibility, and Pride, we are committed to building a strong, self-sustaining community rooted in culture, governance, and prosperity for future generations.

BRFN is currently advancing key work on the Implementation Agreement (IA), and we are seeking an organized, community-minded, and collaborative professional to join our team as the Implementation Agreement Coordinator.

Position Summary

The Implementation Agreement (IA) Coordinator will play a key role in supporting the ongoing implementation of BRFN's Implementation Agreement initiatives and priorities. This position works closely with BRFN leadership, the IA Community Advisory Group (CAG), community members, and consultants supporting implementation activities.

The IA Coordinator will report to the Lands Manager once that position is filled. Until then, the position will report directly to the Chief Administrative Officer (CAO) and work under the direction of Chief and Council.

This role requires strong communication, coordination, facilitation, and relationship-building skills, along with the ability to manage multiple priorities while supporting community engagement and implementation activities.

Key Responsibilities

Implementation Agreement Coordination

- Develop and maintain a strong working knowledge of the Implementation Agreement and related BRFN initiatives and projects.

- Support implementation planning, coordination, and communication activities related to the IA.
- Work collaboratively with BRFN leadership, staff, consultants, and community representatives.

Community Advisory Group (CAG) Support

- Chair the IA Community Advisory Group (CAG).
- Serve as a direct communication link between Chief and Council and the CAG.
- Attend Chief and Council meetings when appropriate.
- Assist with setting meeting agendas and supporting meeting facilitation.
- Attend and support all CAG meetings.
- Meet regularly with support consultants, facilitating the CAG.
- Review and approve CAG member timesheets.
- Coordinate materials, resources, and support required by CAG members.
- Review meeting notes and recommend revisions as needed.
- Support CAG members in accessing and understanding available information and resources.
- Ensure CAG members have appropriate technology and tools, including email accounts and laptops if required.
- Coordinate meeting logistics, including room bookings and scheduling.

Community Engagement and Communications

- Support communications and information-sharing with BRFN members regarding the IA.
- Assist with maintaining and organizing communication materials within the BRFN Lands Office.
- Support and attend community-wide engagement events related to the IA.
- Coordinate travel arrangements and logistical support for CAG members participating in engagement activities.

Qualifications and Experience

The ideal candidate will possess:

- Experience working with First Nations governments, organizations, or communities.
- Knowledge or understanding of Indigenous governance, community engagement, and implementation processes.
- Strong organizational and administrative skills with the ability to manage multiple priorities.
- Excellent verbal and written communication skills.
- Experience facilitating meetings and working collaboratively with committees or advisory groups.



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- Strong interpersonal skills and the ability to build respectful working relationships.
- Proficiency in Microsoft Office and general office technology.
- Valid BC Driver's License and ability to travel as required.

The following would be considered assets:

- Experience supporting implementation agreements, consultation processes, or community-based initiatives.
- Knowledge of Treaty 8 and BRFN governance structures.
- Experience coordinating community engagement events.

Equivalent combinations of education, training, and experience will be considered.

What We Offer

- Opportunity to contribute to meaningful Nation-building work.
 - Collaborative and community-focused work environment.
 - Competitive compensation package.
 - Professional growth and development opportunities.
 - Opportunity to work closely with leadership, community members, and implementation partners.
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How to Apply

Interested applicants are invited to submit:

- A cover letter outlining their qualifications and interest in the role; and
- A current resume.

Please submit applications to: Craig Smith cao@blueberryfn.ca

Applications will be accepted until the position is filled.

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

Preference may be given to qualified Indigenous applicants in accordance with Section 16(1) of the Canadian Human Rights Act.