



Job Posting

Department: Social Development Dept

Supervisor: Operations Manager

Position/Title: Binche Jurisdiction Coordinator

The Binche Jurisdiction Coordinator (Coordinator) supports the Binche Operations Manager and Jurisdiction Advisory Working Group (JAWG) in Binche's Jurisdiction and Service Model Development by performing duties/tasks set out in Binche's Work Plan and Budget. The Coordinator is a 1-year term position for a organized individual who is primarily responsible for carrying out all Binche Member Engagements coordination and planning, supporting research, development, communications, and any other functions as required by their direct supervisor.

- Knowledge of Dakelh culture, legal traditions and values
- Able to connect & build positive & respectful relationships
- Knowledge of budget development, management & reporting requirements
- Proven experience in proposal writing, formal reports, strategic work plans & objectives;
- Ability to establish effective communications strategies
- Strong ethics and knowledge respecting confidentiality;
- Strong research abilities including traditional laws, governance

Requirement: Successfully complete Criminal Record Check and have valid driver's license

Please submit a cover letter and resume that demonstrates your qualifications and experience for the position via email to George Holem, Binche Operations Manager at: [manager@binche.ca](mailto:manager@binche.ca)

Deadline: Tuesday December 13<sup>th</sup>, 2022