



## **Come for the Outdoor Adventure and Stay for the Job!**

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a permanent full-time **Strategic Initiatives Coordinator** to join their dedicated team. This position offers a salary range of \$70,743.40 to \$81,208.40, depending on experience, a pension, and a full range of benefits.

If awe-inspiring, natural scenery and breathtaking views is what you crave, then the Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both Coast Mountain College and the University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitksan, Wet'suwet'en, Heiltsuk, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km<sup>2</sup> the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, District of New Hazelton and the Village of Hazelton.

### **Purpose Statement:**

The Strategic Initiatives Coordinator supports the Manager of Strategic Initiatives to execute the vision, values, and strategic priorities of the Regional District of Kitimat-Stikine (RDKS). This position supports a broad range of strategic priority initiatives, representing the RDKS in interactions with Indigenous peoples, government, regulatory bodies, community stakeholders, and providing advice and guidance on strategic approaches and messaging, issues management and relationship tracking. Working with the Manager of Strategic Initiatives, this role supports key local government initiatives, providing leadership to RDKS staff on advancing RDKS project and program plans and partnerships assisting with related activities.

### **Direct Reports:**

There are no direct reports to this position.

### **Major Duties and Responsibilities:**

- Coordinates the implementation of Indigenous relations and reconciliation for the RDKS by building relationships with Indigenous peoples, including First Nations with overlapping territorial interests, this includes building the RDKS capacity for working with Indigenous peoples through contracted resources and partnerships.



- Supports the RDKS in building effective partnerships across jurisdictions. Supports collaboration and communication with municipal partners for the RDKS. Develops and maintains relationships with First Nations as key rights holders and all impacted levels of government to ensure issues are resolved.
- Coordinates the implementation of the RDKS Post-Treaty governance framework.
- Assists project teams in building and maintaining effective relationships with First Nations as rights holders, and other levels of government (including Member Municipalities, Provincial Ministries, and Federal Departments) regarding projects, operations, and service delivery. This includes the establishment of liaison frameworks and working closely with the CAO and Communications Coordinator to ensure consistency and accuracy in liaison activities.
- Maintains a solid knowledge and understanding of the RDKS's operations and emerging trends and issues. Conducts research on key corporate projects, consults with various partners, assesses implications for the organization and develops plans and strategies for the effective execution of such projects.
- Participates in the treaty working group.
- Develops policies.
- Raises awareness and champions the importance and value of incorporating Reconciliation, equity, diversity, inclusion, and belonging into strategic initiatives.
- Undertakes other assigned duties as required.

### **Working with others:**

The Strategic Initiatives Coordinator will be required to work with all departments and staff in collaborating on the delivery of services that include partnerships with First Nations. The position also requires a certain level of political acumen to communicate with and engage the Board of Directors on initiatives.

### **Skills and Abilities:**

- Knowledge and understanding of the Local Government Act, Community Charter and bylaws governing the administration and operation of the RDKS.
- Knowledge and understanding of the philosophies, principles and practices of Indigenous relations and reconciliation.
- Strong understanding of the public service and rights holder relations programs and tools
- Must be a strategic thinker with the ability to analyze individual initiatives in the context of the bigger picture, identify issues, provide advice, and escalate situations when necessary.
- Knowledge and understanding of the mandate, operating environment, business objectives, structure, and operations of the RDKS.
- Must have excellent knowledge of and skill and ability with the English language; both oral



and written communication skills are essential to the position.

- Ability to develop and maintain effective and productive relationships with managers, employees, the provincial and other local governments, elected officials, the public, and other rights holders.
- Must have excellent consultative, facilitation, consensus building, conflict resolution, negotiation and mediation skills and the ability to represent the RDKS with the upmost of diplomacy, professionalism, and tact.
- Solid administrative, organizational, and problem-solving skills.
- Effective leadership and interpersonal skills.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, Explorer, web utilization skills and SharePoint applications.
- Ability to work flexible hours to ensure communications are maintained in a relevant and timely manner.

#### **Specific Training and Experience:**

- Minimum 3 years related experience in community development or program coordination.
- Thorough knowledge and experience with local Indigenous culture and communities in the Regional District of Kitimat-Stikine.

#### **Financial Responsibilities:**

This position requires that the individual be able to provide an annual operating budget. The person is also fiscally responsible to operate within the approved budget.

#### **Work Environment:**

The work environment will vary for the Strategic Initiatives Coordinator. There is the office environment when working in RDKS buildings, and semi-frequent travelling within the region that can sometimes result in overnight stays.

#### **Physical, Mental and Visual Demands**

The Strategic Initiatives Coordinator position requires good listening and concentration skills.

In terms of physical and visual demands, there will be times that long distance driving is required. Areas such as Telegraph Creek and Dease Lake visits can take the workday to travel to.



**Required Licenses/Certifications**

- Class 5 Drivers License

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine by 9:00 a.m. on Friday, April 5, 2024. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

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