

EMPLOYMENT OPPORTUNITY – Wolastoqey Nation in New Brunswick

Liaison Officer

The Wolastoqey Nation in New Brunswick (WNNB) consists of Madawaska Maliseet First Nation, Tobique First Nation, Kingsclear First Nation, St. Mary's First Nation and Oromocto First Nation. WNNB provides technical advice to Maliseet (Wolastoqey) leadership and Resource Development Consultation Coordinators (RDCCs) in resource development consultation matters that relate to the implementation and exercise of Wolastoqey constitutionally protected rights.

A full-time 8 month contract employment of Liaison Officer is required immediately to act as the Liaison between Emera's proposed Atlantic Link Project and Wolastoqey Nation in New Brunswick.

The ideal candidate will be reliable and have a high degree of professionalism.

Responsibilities:

Conduct assessments of resources with the sole intention of responding to potential Green Energy opportunities related to Atlantic Link, as follows:

- **Coordinate and/or facilitate capacity development processes for identified First Nation communities;**
- **Provide support to WNNB staff and Wolastoqey leadership and members to inform about the Atlantic Link project;**
- **Liaise with Emera's First Nations Indigenous Coordinator;**
- **Liaise with relevant partner organizations and build or strengthen new partnerships;**
- **Monitor and review the impact of capacity support in relation to the Human Resource training; amending and revising programs as necessary;**
- **Explore opportunities for reaching a wider audience through online training and other methods;**
- **Report on progress being made; and**
- **Contribute to the overall work and goals of the Capacity Development Initiatives by sharing in a wide range of tasks as part of the wider team.**

Data Analysis will include:

- **Gathering, accessing and evaluating data and information on Atlantic Link;**
- **Conducting analysis and interpretation as required by the Wolastoqey communities in response to green energy and employment development;**
- **Communicating data in written reports or through community presentations; and**
- **Prepare data analysis reports in advance of training and other engagements.**

Reporting Requirements:

- Provide quarterly financial reports to WNNB and Emera;
- Will provide monthly written activity reports;
- Project Management and Communications;
- Provide support to WNNB staff and Wolastoqey communities to meet work plan deliverables;
- Conduct meetings as required; and
- Through networking, keep in touch with a variety of organizations and individuals across a range of sectors (public, private, third party, etc).

Requirements:

- Proficiency with MS Word and Excel.
- Valid Driver's license and access to a vehicle. Candidate must also show a willingness to travel.
- Excellent oral and written communication skills.
- A working knowledge of First Nation communities, culture, social concerns and language is essential.
- Applicant cannot be an elected official.

Preferred Qualifications:

- 2 years of relevant experience.
- Work independently and self-motivated.
- Experience gathering and analyzing data.

Primary working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

Confidential applications should be submitted via email, using the email subject line "Liaison Officer", to: human.resources@wtci-nb.ca or by mail to Box 14, 150 Cliffe St., Kchikhusis Commercial Centre, St. Mary's First Nation, NB E3A 01A. All applications must be received by August 23, 2017.

Thank you for applying - only those selected for an interview will be contacted directly.