



# Cowessess First Nation #73

Department of Administration

## Employment Opportunity

<b>POSITION:</b>	<b>Governance Navigator</b>	<b>DEADLINE</b>
<b>CLASSIFICATION:</b>	Permanent   Full-Time	<b>November 20, 2023</b>
<b>Wage:</b>	Based on Education and Experience	

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### JOB SUMMARY:

The Governance Navigator is an executive support position for the Cowessess First Nation Chief & Council members, who is supervised by the Executive Director and works as a team member of the Executive Office. The primary role of the position is to provide technical support by designing structures, systems or processes that promote and aid formulation, coordination, integration, and implementation of specific nation building initiatives. This individual will provide recommendations on how and when to best translate policies into laws, regulations, strategies, programs or services. It is the bridge between the Chief & Council, Executive Office, the staff of the organization and external agencies. It ensures efficient and effective use of the Cowessess First Nation financial resources, and to ensure the Chief & Council provides accountable, credible and quality services to the Nation and its members. This individual will be responsible to Coordinate relationships/negotiation and monitoring of budgets and proposals, yearly expenditure plans, strategic plans, assist in fulfilling reporting requirements to funding agencies and is overall responsible to the Chief & Council.

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### QUALIFICATIONS:

- The ideal candidate must possess a Degree in Social Sciences, Legal or related field.
- Should have at least five (5) years of related work experience in working with the different levels of government in First Nations and Non-First Nations areas.
- Must be knowledgeable in provincial and federal legislations, policy and initiatives impacting First Nations including Bill C-92 and child welfare legislation.
- Must have proven knowledge, skills and abilities in policy development, project management and willing to take training.
- Must have proficient computer skills (i.e., Microsoft Programs, Adobe, research databases, etc.)
- Must understand and be willing to learn about the inherent rights of First Nations, First Nations Treaties and the relationship between the Crown and First Nations governance models.
- Must have excellent writing and communication skills to deal effectively with the public, committee members, Chief & Council, fellow employees and most importantly, the general membership
- Must be well organized, punctual, reliable and ensure that confidential matters remain confidential.
- Knowledge of First Nations governance, culture and systems.
- Must be able to participate in collaboration and teamwork projects.
- Must have skills in negotiations, facilitation and leadership. As well as excellent analytical and conceptual thinking.
- Must be an innovative thinker who can think outside the box.
- Must be able to manage time effectively to multitask many directives and projects at once.
- Must possess the ability to take direction and work with minimum supervision.
- Must possess a valid driver's license and willing to submit a Vulnerable Sector Criminal Record Check.

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### ADDITIONAL INFORMATION:

**Complete applications should consist of:**

1. Cover Letter
2. Resume
3. Three (3) references  
(2 of 3 must be professional references)
4. Criminal Record Check

**Please send applications to:**

**Cowessess First Nation, Human Resources**  
P.O. Box 100  
Cowessess, Saskatchewan S0G 5L0  
Tel: (306) 696-2520/Fax: (306) 696-2767  
Email: [human.resources@cowessessfn.com](mailto:human.resources@cowessessfn.com)