



# Foundation Agreement Coordinator

## Job Posting

<b>Position Title:</b>	Foundation Agreement Coordinator
<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$28.59 - \$37.52 per hour <i>(starting wage commensurate with experience)</i>
<b>Start Date:</b>	ASAP

*At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.*

### **JOB SUMMARY**

Lake Babine Nation (LBN) is seeking a strategic and innovative individual to join our team as the Foundation Agreement Coordinator.

The Foundation Agreement Coordinator provides strategic leadership and coordination in the negotiation, implementation, and advancement of Foundation Agreements between Lake Babine Nation and the provincial and federal governments. This role supports long-term community development through relationship-building, policy development, funding acquisition, and intergovernmental collaboration.

The Coordinator will oversee initiatives that align with self-determination, economic development, and community priorities. A key focus is securing and managing grant funding, ensuring governance structures support the successful implementation of foundational agreements, and supporting policy frameworks that reflect community values and priorities.

### **OVERVIEW OF DUTIES & RESPONSIBILITIES**

- Provide strategic oversight and direction for the Foundation Agreement implementation process.
- Serve as one of the key liaisons with federal and provincial representatives on intergovernmental matters.
- Collaborate with Chief and Council, community stakeholders, and technical teams to advance community goals.
- Lead and support grant writing efforts, business case development, and fund acquisition aligned with community priorities.
- Ensure timely tracking, reporting, and evaluation of deliverables related to the Foundation Agreement.
- Develop and implement culturally grounded policy frameworks that promote self-determination and good governance.



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- Foster strategic relationships with external stakeholders, partner Nations, and industry representatives.
- Supervise a multidisciplinary team working on negotiations, policy, communications, and reporting.
- Develop community engagement strategies and communication tools to ensure transparency and accountability.
- Represent Lake Babine Nation at negotiation tables, working groups, and high-level meetings.

### **MINIMUM REQUIRED QUALIFICATIONS**

#### **Education, Experience, Certifications, Training**

- Bachelor's degree in Public Administration, Indigenous Governance, Political Science, Law, or a related field.
- Minimum of three (3) years of progressive experience in Indigenous governance and administration.
- Minimum of five (5) years of experience working with Indigenous communities.
- A combination of education and relevant experience may be considered.
- A Master's degree is considered an asset.

#### **Skills & Abilities**

- Demonstrated success in grant writing, fund development, and securing external resources.
- Strong political acumen and ability to navigate complex government systems.
- Excellent writing, editing, and presentation skills, adaptable to various audiences.
- Proven ability to manage and mentor cross-functional teams.
- High level of organization, with experience managing budgets, timelines, and performance indicators.
- Skilled in conflict resolution, diplomacy, and culturally respectful communication.
- Deep understanding of Indigenous rights, title, and governance principles.
- Familiarity with government policy frameworks, Foundation Agreements, and reconciliation initiatives.
- Knowledge of LBN's history, culture, governance, and strategic goals.

#### **Position-Specific Competencies**

- Initiative: A self-starter who anticipates challenges and proactively addresses them.
- Strategic Thinking: Ability to align intergovernmental strategies with community-driven outcomes.



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- Collaboration: Builds consensus among diverse stakeholders and fosters a cooperative team environment.
- Communication: Communicates clearly and respectfully, with the ability to simplify complex ideas for a broad audience.
- Adaptability: Manages change effectively in a dynamic political and cultural landscape.
- Professionalism: Maintains respectful and courteous conduct in all work settings.

### EMPLOYMENT REQUIREMENTS & CONDITIONS

#### Job Requirements

- Valid B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

#### Working Conditions

- Office-based position with travel for meetings and negotiations.
- May occasionally require extended hours, evenings, or weekends during critical negotiation phases or reporting periods.

### Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

**Attention:** Human Resources  
**Email:** [hr@lakebabine.com](mailto:hr@lakebabine.com)

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

**We thank all applicants for their interest; short-listed candidates will be contacted for an interview.**