



Job Opportunity: Manager of Treaty and Intergovernmental Relations

Position Summary:

The Manager of Treaty & Intergovernmental Relations provides operational leadership and coordination of YFN's Treaty-related initiatives, intergovernmental relations, rights and title priorities, and strategic partnerships.

Reporting to the Director of Lands, Rights & Stewardship, the Manager supports the advancement of YFN's governance objectives through government-to-government engagement, Treaty implementation planning, policy development, negotiation support, and relationship management with Indigenous, federal, provincial, municipal, and regional partners.

The Manager works collaboratively with Chief and Council, administration, Treaty partners, legal counsel, government agencies, Indigenous organizations, and rights holders to advance YFN priorities while protecting and promoting YFN's Aboriginal rights, title, governance interests, and long-term Nation-building objectives.

The Manager serves as the operational lead for Treaty and intergovernmental initiatives and may represent YFN on technical working groups, committees, and regional forums as delegated.

Duties and Responsibilities:

Treaty Implementation and Nation Building

- Coordinate and support YFN Treaty-related priorities, implementation planning, and Nation-building initiatives.
- Monitor and advance Treaty readiness activities, governance initiatives, and implementation opportunities.
- Coordinate research, policy analysis, and technical reviews related to Treaty, rights, title, jurisdiction, and self-government matters.
- Assist in developing implementation strategies, work plans, and operational frameworks arising from Treaty negotiations and agreements.
- Maintain Treaty implementation records, action plans, commitments, and reporting systems.

Intergovernmental Relations

- Develop and maintain effective government-to-government relationships with federal, provincial, municipal, and regional governments.
- Coordinate participation in meetings, working groups, and forums involving governments and Indigenous organizations.
- Support negotiations and discussions regarding service agreements, protocols, partnerships, and collaborative initiatives.
- Identify opportunities to advance YFN priorities through strategic partnerships and government engagement.
- Monitor emerging legislation, policies, and government initiatives affecting Indigenous rights, title, governance, and jurisdiction.

Rights, Title and Governance

- Support the advancement and protection of YFN's Aboriginal rights and title.
- Assist in the development of governance frameworks, policies, laws, and administrative systems that strengthen Nation governance.
- Coordinate research and analysis related to governance, jurisdiction, Indigenous law, and self-determination.
- Prepare briefing materials, reports, recommendations, and policy papers for leadership and senior administration.
- Support rights-based initiatives, strategic advocacy efforts, and Indigenous relations activities.

Strategic Planning and Policy Development

- Coordinate the development and implementation of strategic plans and operational priorities related to Treaty and governance initiatives.
- Assist in drafting policies, engagement protocols, administrative procedures, and governance documents.
- Support organizational planning processes and cross-departmental initiatives.
- Monitor performance measures and strategic outcomes associated with Treaty and intergovernmental projects.
- Prepare regular reports for leadership, funding agencies, and project partners.

Partnerships and External Relations

- Build and maintain collaborative relationships with First Nations, Tribal Councils, Treaty organizations, Indigenous governing bodies, and regional partners.
- Coordinate participation in partnership initiatives, collaborative projects, and strategic alliances.
- Represent YFN at meetings, conferences, workshops, and technical discussions as delegated.
- Support relationship-building efforts that strengthen YFN's regional and provincial presence.

- Facilitate information sharing and collaboration between YFN and external stakeholders.

Funding and Program Administration

- Assist in identifying and securing funding opportunities supporting Treaty, governance, and intergovernmental priorities.
- Coordinate funding proposals, contribution agreements, project budgets, and reporting requirements.
- Monitor project expenditures and support budget forecasting and financial reporting.
- Ensure compliance with funding agreements, reporting obligations, and project deliverables.

Community Engagement and Communications

- Support communication and engagement with YFN members, Elders, Knowledge Holders, Chief and Council.
- Coordinate community information sessions, workshops, surveys, and engagement activities related to Treaty and governance initiatives.
- Prepare communication materials, briefing notes, presentations, newsletters, and reports.
- Promote member awareness and understanding of Treaty, governance, and Nation-building initiatives.

Leadership and Administration

- Provide leadership and guidance on assigned projects and initiatives.
- Support departmental work planning, capacity development, and organizational effectiveness.
- Develop and maintain effective administrative systems, records management practices, and reporting frameworks.
- Foster collaborative relationships across YFN departments and external organizations.
- Act on behalf of the Director when delegated.

Other:

- Perform other related duties as assigned by the Director of Lands, Rights and Stewardship.

Qualifications:

Education and Experience:

- Degree or diploma in Indigenous Studies, Law, Political Science, Public Administration, Governance, Indigenous Governance, Public Policy, or a related field.
- Minimum five (5) years of progressively responsible experience in Indigenous governance, Treaty implementation, intergovernmental relations, negotiations, public policy, or a related field.

- An equivalent combination of education, training, and directly related experience will be considered.
- Experience working with or for First Nations governments or Indigenous organizations.
- Experience supporting negotiations, strategic partnerships, government engagement, and governance initiatives.
- Experience managing projects, funding agreements, budgets, and reporting obligations.
- Understanding of BC Treaty processes and Indigenous governance models is considered a strong asset.

Knowledge, Skills and Abilities:

- Strong understanding of Indigenous governance, rights, title, Treaty processes, and self-determination.
- Knowledge of UNDRIP, DRIPA, Section 35 rights, and emerging Indigenous governance frameworks.
- Knowledge of federal, provincial, Indigenous, and local government structures and decision-making processes.
- Strong policy research, analysis, and report-writing skills.
- Excellent relationship management, negotiation, facilitation, and communication skills.
- Strong strategic thinking and problem-solving abilities.
- Ability to prepare briefing notes, governance documents, and recommendations for leadership.
- Strong project management and organizational skills.
- Ability to manage multiple priorities and work effectively in political and intergovernmental environments.
- Proficiency in Microsoft Office and records management systems.

Conditions of Employment:

- Clear Police Information Check with Vulnerable Sector Check.
- Valid BC Driver's License with an acceptable driver's abstract.
- Ability to travel to meetings, events, the community and throughout YFN territory as required.

Benefits:

- A comprehensive group benefits plan, including extended health and dental will be available at the beginning of employment.
- Optional RRSP or RPP at the start of employment, with employer matching up to 5%.
- Vacation, statutory holidays and leave are provided in accordance with Yekooche First Nation policies and applicable legislation.
- Relocation assistance.

Employment Details & How to Apply:

Send your resume and cover letter to: hr@yekooche.com

Deadline to Apply: October 2, 2026

Employment Type: Full-Time, Permanent, Salaried

Salary: \$82,000.00 - \$105,000.00 Annually

Work Location: Yekooche First Nation, Prince George, BC

Schedule: Standard schedule is 70 hours per bi-weekly pay period. Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a 40-minute unpaid lunch break. Payday Friday is a half day (8:30 a.m. to 12:30 p.m.) and is included within the 70-hour bi-weekly schedule. Work hours may vary due to meetings, events, and travel to the community and throughout YFN territory.