



POSITION TITLE: **INTERGOVERNMENTAL LIAISON**

**Service Contract Opportunity**

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### Position Purpose

- A. This position provides support to Mississauga Nation Chiefs and Council with intergovernmental affairs, political advocacy and advisory on matters related to the overall internal and external governance.**

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### Accountability

- 1. The Intergovernmental Liaison position reports to and receives functional directions from the Mississauga Nation Chiefs as a whole.**

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### Detailed Responsibilities and Expected Results

- 1. Provides political support to the Mississauga Nation Chiefs and Council through:**
- Monitoring, developing and recommending responses to Federal / Provincial Governments on existing and proposed policies, programs and legislation that affect the Aboriginal Title, rights and interests of the Mississauga Nation;
  - Conduct and provide research, analysis, advice and recommendations on assigned policy, program, legislation or other key issues;
  - Prepare speaking notes, briefing notes, position papers, reports, and communication materials on relevant political issues for Mississauga Nation;
  - Attending meetings as required by priority areas identified within each level of government;
  - Participating on internal, bilateral and/or tripartite committees and working groups
- 2. Use strategic and critical thinking to:**
- Identify potential program funding and initiatives that may assist in achieving the goals and priorities of the Mississauga Nation;
  - Research, prepare, develop and negotiate funding proposals and applications to advance and promote the strategic initiatives of the Mississauga Nation
- 3. Ensures accurate and prompt analytical services and co-ordination to support the work of the Mississauga Nation by:**
- Reviewing federal, provincial or municipal documents and provide briefing notes of key highlights for the Mississauga Nation Chiefs and Council as well as any potential impacts the initiatives may have on the Mississauga Nation and its members;

Communicating with outside government representatives to understand such proposed initiatives in order to provide accurate briefings to the Mississauga Nation Chiefs and Council;





- Attending political events, conferences, seminars and meetings to keep aware of issues;
- Attend MN Chiefs meetings to publicize key issues discussed or as directed by Mississauga Nation Chiefs.

#### 4. Other Duties

- Performing other duties as assigned from time to time by MN Chiefs as a whole;
- During periods of emergency in the community, performing duties in accordance with the Community Emergency Response Plan as identified by each Mississauga Nation.

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### Qualifications

#### Education and Experience

- Post-Secondary degree plus 5 years of related experience in a First Nation organization;  
Or Post-Secondary diploma plus 7 years of related experience in a First Nation organization;  
Or Grade 12 plus 10 years of direct experience in a First Nation organization.
- Experience in the development of First Nation government structure, legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nations administration;

#### Knowledge/Skills/Abilities

- Knowledge of First Nations historical, political, legal and governance issues
- Demonstration of strong negotiation skills
- Ability to work independently and as a member of a diverse team, where relationships are developed and maintained
- Knowledge of the political/financial structures and practices of each Mississauga Nation
- Solid background in computers with specific knowledge of Microsoft Word and Excel
- Excellent analytical, judgement persuasion and consensus abilities
- High degree of organization, multi-tasking and priority setting skills in a fast paced political atmosphere
- Ability to work a flexible schedule, including evenings and weekends as required
- Willingness to travel

#### Assets

- Critical thinking skills, including the ability to research, analyze and evaluate and make decisions concerning complex information and ideas;
- Ability to articulate verbally and in writing complex information and ideas.
- The ability and willingness to make difficult decisions in a timely manner, demonstrating good judgement, respect for organizational policies for each Mississauga Nation values and inherent rights.





### Other Requirements

- Results of a current Criminal Reference Check
- Valid G Class Driver's License and reliable vehicle

### **TO APPLY:**

Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Submit your covering letter, resume, education credentials, three (3) work related references and **including current other requirements as noted above.**

Mississauga Nation Intergovernmental Liaison

2789 Mississauga Road, Hagersville, ON N0A 1H0

Attn: Veronica King-Jamieson, Mississauga Nation Coordinator

Marked: **CONFIDENTIAL**

**EMAIL:** veronicakj.mncoordinator@outlook.com **FAX:** 905-768-1225

**Deadline:** **September 20, 2019 4:00 pm**

*Thank you to all applicants; however, only those selected for an interview will be contacted.*

