

## **Chipewyan Prairie Industry Relations Corporation**

### **Job Title:**

Government Liaison Worker

### **Job Purpose:**

Coordinate and communicate on the various components of the First Nations consultation process as a liaison between the Chipewyan Prairie Dene First Nation (CPDFN), Industry Relations Corporation (IRC), Leadership, Community, Industry and Government.

### **Job Duties:**

- Initial screening of public disclosure and regulatory applications for the purpose of providing feedback to the Director for the leadership and community.
- In coordination with other IRC staff, preliminary analysis of potential impacts on CPDFN.
- Drafting any necessary correspondence to the regulators within the specified timelines as directed.
- Build and maintain collaborative relationships with stakeholders, community members, and leadership.
- Participate in protocol working group meetings and workshops
- Demonstrate the ability to work and interface with all levels of government, regulatory agencies, and industry proponents
- As directed by CPIRC Director, participate in meetings, forums, conferences, or hearings related to the regulatory process.
- Data entry in internal tracking system to monitor industrial applications, government correspondence, and third party correspondence
- Other duties as assigned

### **Working Conditions**

- This position is based in Fort McMurray and will include travel mainly to Janvier and Lac La Biche, with some travel required to Edmonton and Calgary from time to time.

### **Knowledge, Skills, & Experience**

- Post-secondary Degree in Environmental Science, Business or Communication.
- 3-5 years experience working in regulatory, consultation or communications role with First Nations, industry, or government
- Experience with desktop publishing and computer software such as excel, word and power point
- Understanding of First Nations dynamics, knowledge and land use
- Strong work ethic and self-motivation

- Problem solving skills independently and in group setting
- Ability to work independently and within multi-disciplinary teams in order to accomplish a multitude of tasks within required timelines
- Excellent verbal and written communication skills
- Openness to continued learning
- Experience working with database and GIS software an asset.
- Ability to speak and write Dene an asset

### **Reporting Relationships**

This position reports directly to the Director but is expected to work closely with other CPIRC team members

### **Salary:**

\$58,000 - \$62,000 Negotiable based on education, experience, and skills

Benefit package offered.

We thank all applicants; however only those considered for an interview will be contacted. We may keep your resume on file for six (6) months and contact you should any other positions become available.

Please email a resume and cover letter by December 31, 2012 in confidence to [information@cpirc.ca](mailto:information@cpirc.ca)

If you have any questions please contact:

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**FAX: (780) 715-3463**  
**Email: [information@cpirc.ca](mailto:information@cpirc.ca)**