

Tłchq Government Job Description

Job Title: Industry Partnerships Coordinator
Department: Department of Planning and Partnerships
Reports To: Manager, Industry Partnerships
Location: Yellowknife
Job Status: Full Time
Job Description Updated: June 13, 2025

Purpose

The Industry Partnerships Coordinator provides critical administrative, research, coordination, and logistical support to the Manager of Industry Partnerships. The Coordinator helps implement engagement, negotiation, and agreement-related activities with private sector partners, particularly in the mining and exploration industries, in alignment with Tłchq Government interests and values.

Scope

The Coordinator works closely with the Manager to support day-to-day operations of the Industry Partnerships Division. The role involves coordinating meetings, maintaining tracking systems, assisting in engagement and consultation activities, and supporting communications and implementation of private sector agreements.

Duties and Responsibilities

Under the direction of the Manager, Industry Partnerships, the Coordinator will:

1) Support Engagement and Consultation Activities

- Schedule, coordinate, and document meetings with mining and exploration companies.
- Assist in planning and delivering engagement events, community outreach, and logistics.
- Help monitor and track industry activities relevant to Tłchq lands and interests.
- Maintain databases and records of industry contacts and engagement activities.
- Prepare summaries, meeting notes, and engagement reports as required.

2) Assist with Negotiation Preparation and Coordination

- Assist in gathering and organizing documents and research to support negotiation teams.
- Help coordinate internal meetings across departments to prepare for negotiations.

- Track and report on negotiation schedules, deadlines, and deliverables.
- Provide administrative support during negotiation processes as directed.

3) Support Implementation of Agreements

- Help maintain systems to track the implementation of agreements such as IBAs and Exploration Agreements.
- Coordinate logistics for meetings with companies to review implementation issues.
- Draft communications and assist in preparing monitoring and progress reports.

4) Administrative and Communication Support

- Support the preparation of briefing notes, reports, and presentations.
- Assist with financial tracking and budget administration for division activities.
- Manage shared calendars, logistics, and travel arrangements.
- Support coordination of consultants or contractors working with the division.

5) Other Duties

- Assist with departmental activities, special projects, and tasks as required by the Manager.

Supervisory Responsibilities and Latitude

The Industry Partnerships Coordinator reports to and takes direction from the Manager, Industry Partnerships. Industry Partnerships Coordinator may supervise casual employees from time to time. The Industry Partnerships Coordinator must abide by Thich Government Policies and Procedures.

Education and Skills

The Industry Partnerships Coordinator is expected to have the following educational background, work experience and skills:

- Post-secondary education in Indigenous governance, business administration, public administration, political science, or a related field.
- 2+ years of experience working with Indigenous governments, in administrative coordination, or in an engagement or consultation-related field.
- Familiarity with economic development and/or mining and exploration industry is an asset.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to take initiative and work independently.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).

- Experience with data management and file organization.
- Knowledge of the Tłıchq Agreement, governance, culture, and way of life is strongly preferred.
- Familiarity with the Tłıchq culture and way of life
- Ability to speak Tłıchq is an asset.

Working Conditions and Effort

- Office-based work with occasional travel to Tłıchq communities and industry meetings.
- May be required to work flexible hours including some evenings or weekends.
- Must maintain confidentiality and demonstrate discretion when working with sensitive information.
- Ability to manage multiple tasks under tight deadlines with minimal supervision.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Employees Printed Name</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Employee Signature Date </div> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Supervisor's Printed Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Supervisor's Title</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Supervisor's Signature</div> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.