



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

Position Title: Law Development Coordinator
Department: Laws
Classification: Term to March 31st, 2023

JOB SUMMARY:

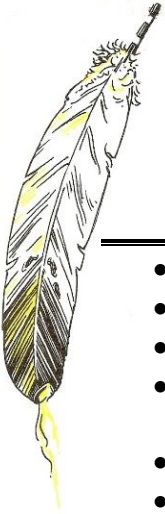
The Law Development Coordinator is responsible for working with the varying Ad Hoc committees and Chief and council to review, update the enhance the Ochapowace Nation Laws. The coordinator will take direction from Chief and Council and organize the administrative functions required.

DUTIES AND RESPONSIBILITIES:

1. Our candidate of choice will be a flexible and positive individual who enjoys a fast-paced challenging environment with diverse job expectations.
2. You will have knowledge of applicable computer hardware and software applications and legal terminology and will have demonstrated their ability to input, update, retrieve, maintain, format, and transmit information using computer software with speed and accuracy.
3. Prepares monthly reports detailing activities and the status of current laws.
4. Coordinates administrative and clerical responsibilities, including but not limited to the maintenance of filing systems, minute taking, preparation of correspondence, and reports.
5. Establishes and updates schedules.
6. Coordinate the day-to-day activities of the office.
7. Your ability to accurately type and edit correspondence and other legal documents and your ability to use tact and diplomacy when serving clients and colleagues will contribute to your success in this challenging position.
8. Responsibilities include monitoring the development of the law documents, drafting letters and arranging meetings with ad hoc committees.
9. You will independently perform complex duties to reflect the input from Nation members and track the changes with each updated law of the Nation.
10. We are seeking a candidate who is honest, has integrity, will treat everyone with dignity and respect, be committed to the pursuit of excellence, exhibit leadership and professionalism, embrace diversity and equality and be responsible and accountable.
11. Perform other responsibilities as assigned by the Ochapowace Chief and Council.

QUALIFICATIONS

- Completion of related post-secondary education is preferred. Consideration may be given to demonstrated skills and experience.



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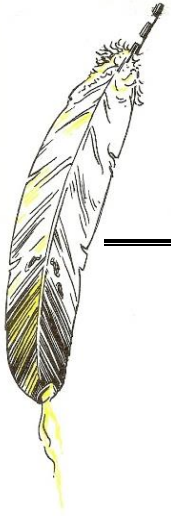
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- Minimum 5 years of experience in a similar role.
- Experience in a high volume fast paced environment.
- Experience with Law and Policy development processes.
- Knowledge of Indigenous culture with an understanding of the Nation's history and related issues.
- Excellent written/verbal communication and research skills.
- Excellent interpersonal skills including the ability to interact effectively with staff and at all levels of government, other legal professions, and the public.
- Strong problem-solving skills with the ability to make sound decisions.
- Excellent organizational and time management skills with a strong attention to detail.
- Experience with Microsoft Office (including Word, Excel, and Outlook) or equivalent applications
- Minimum two year's administrative experience.
- Knowledge of Ochapowace Nation culture and traditions.
- Knowledge and experience working office equipment.
- Knowledge and experience creating various documents.
- Exceptional interpersonal and communicational skills.
- Professional, accessible, and able to work with confidential information with discretion.
- Results oriented with a focus on timely service and excellence.
- Ability to work well independently and with a team.
- Must have a clean Criminal Record Check.
- Must be willing to sign an oath of confidentiality.
- Must be willing to provide a prohibited drug test upon request.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

Application Deadline: August 17, 2022 @ 4:30 p.m.

Please submit resume, certificates, criminal, and vulnerable sector check along with three references to: hr@ochapowace.ca



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