



Taykwa Tagamou Nation

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Employment Opportunity Governance Coordinator

1 Year Contract with the Possibility of Extension

Location: Taykwa Tagamou Nation

Reports to: Executive Director

About the Role

Under the direction of Executive Director and in accordance with the policies adopted by Taykwa Tagamou Nation (TTN), we are seeking a highly motivated, confident, organized professional individual who will be working closely with Chief and Council. The Governance Coordinator will be responsible for working with all departments to review and update all policies within the TTN as well as enabling an effective and accountable system of government to work with Chief & Council on new/updated policies due to legislation changes.

Responsibilities

- Develop and execute a work plan that is aligned with the goals and visions of Chief & Council and Executive Director.
- Develop and execute engagement plans to involve TTN departments in governance discussions.
- Develop and deliver presentations, informational material (handouts, posters, website material) relating to TTN government initiatives.
- Community engagement.
- Develop and host various engagement circles and/or focus groups.
- Membership and staff engagement.
- Report and update periodically to Chief & Council.

Qualifications

- Post Secondary School Diploma or equivalent
- Experience working with First Nation communities is an asset Experience in Electronic Medical Record (ShareVision)
- One year office administration experience related experience.
- Advanced knowledge and experience with productivity applications such as Microsoft Office, Excel, Outlook, Publisher and Power Point
- Superior time management skills and multi-tasking skills, and the ability to prioritize tasks with minimal supervision
- Experience in records management is required.

Submit Letter of Application, Resume and three recent work references (one being from your most recent supervisor/manager) and must include copies of Certificate(s) of Qualification no later than: September 12, 2025

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

By email: resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Posted: August 29, 2025