

**Title: Aboriginal Relations Coordinator****Term: Temporary, Full-Time****Headquarter: Coquitlam, BC****Date Posted: April 12, 2017****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

**SUMMARY**

The Aboriginal Relations Coordinator is responsible for establishing and managing strategic community relationships province-wide to develop a synergistic relationship with Aboriginal groups and Rokstad Power. Supports company priorities in collaboration with respective departments within the company involved with Aboriginal Relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Build, develop and maintain working relationships with Aboriginal communities and organizations;
- Track indigenous engagement in each community while managing to a pre-approved budget;
- Work with respective departments to build and modify current programs to integrate the Aboriginal Relations strategy and initiatives;
- Develops key partnerships with Aboriginal community and industry associations;
- Represent the company at Aboriginal events, conferences, and/or job fairs to ensure adhesion to commitments to community and corporate reputation goals;
- Plan and manage Aboriginal events for internal and external audiences, as appropriate;
- Develop collaborative relationships and manage inquiries from public and key stakeholders in an educated and professional manner;
- Support and encourage employee engagement and corporate initiatives through program facilitation, participation in rollout activities, and other events and tasks as required.

**JOB REQUIREMENTS**

- Ability to travel extensively to Aboriginal Communities;
- Professional demeanor and a self-motivated attitude;
- Demonstrated ability fostering Aboriginal relationships;
- Ability to work independently with limited direction and to think proactively;
- Strong interpersonal and communication skills (both oral and written);
- Ability to solicit and build collaborative relationships with Aboriginal community representatives;
- Strong initiative, organization and project management skills;
- Ability to work well in teams and with individuals in respective departments within the company;
- Demonstrated Aboriginal cultural and business awareness, with the ability to collaborate effectively with Aboriginal community leaders to build lasting relationships;
- Strong computer skills including Microsoft Word, Excel, PowerPoint and Outlook.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Bachelor degree in Communications, Public Relations, Political Science, Indigenous Studies or other related field;
- Minimum 5 years' related experience in a similar role;
- Valid Driver's Licence;
- Proficiency with computer applications, including Microsoft Office suite;
- SharePoint or database experience an asset;
- Previous work experience in a unionized environment an asset.

**CORPORATE COMPLIANCE RESPONSIBILITIES****We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.