



Wet'suwet'en Ambassador

Reports to: Director of Corporate Services

Department: Corporate Services

Classification: Exempt

Main Purpose & Function:

Reporting to the TBD, the Wet'suwet'en Ambassador is responsible for supporting and implementing opportunities for relationship building between the Office of the Wet'suwet'en and the Town of Smithers. This position will advise, guide, and build organizational capacity regarding Wet'suwet'en culture, processes, engagement, reconciliation, and partnership development. The Wet'suwet'en Ambassador provides leadership in facilitating and coordinating partnerships and the implementation of joint projects between the Town of Smithers and Office of the Wet'suwet'en. This role will be firmly rooted in Wet'suwet'en culture and values and will operate in a manner that reflects Wet'suwet'en cultural integrity.

Major Accountabilities:

1. Establish, build, and maintain working relationships with the Office of the Wet'suwet'en staff and hereditary leadership and the Town of Smithers staff and elected leadership.
2. Facilitate and Advise Town of Smithers project managers, project teams, and senior management on consultation, engagement, and consent-based decision-making efforts between the Town of Smithers and the Office of the Wet'suwet'en and Indigenous peoples.
3. Support indigenous participation in municipal governance activities.
4. Provide input and recommendations on policies, procedures, bylaws, programs, projects, long-term financial plans, and community master planning documents.
5. Provide information, advice, and support to Town of Smithers staff and senior management to improve or strengthen relationships with the Office of the Wet'suwet'en and Indigenous peoples including the development of best practices, training, and tools.
6. Identify opportunities to advance the process of reconciliation within the Town of Smithers and broader community.
7. Facilitate learning opportunities for TOS staff, directors and Council that promote cultural competency and further reconciliation.
8. Coordinate information sharing and knowledge building between the TOS and the Office of the Wet'suwet'en, evaluate the effectiveness of these activities and adjust as required.
9. Provide coordination and leadership to the Town of Smithers and Office of the Wet'suwet'en to advance and develop projects, service agreements, memorandums of understanding and initiatives of mutual interest.

10. Assist the Town of Smithers and Office of the Wet'suwet'en when negotiating and drafting legal agreements.
11. Ability to work with, cooperate, and collaborate with First Nation communities and traditional leadership including familiarity with First Nations Governance models.
12. Knowledge of local First Nation communities' language and culture is an asset.
13. Ability to conduct research and compile large volumes of information or data into summary document and written reports.
14. Prepare reports, letters, presentations, agreements, speaking notes, agendas.
15. Flexibility to attend community events/meetings during evenings and weekends.
16. Other duties as assigned.

Qualifications:

- Two-year post-secondary diploma in Indigenous Studies/Governance, Community Development, Social Sciences, Public Administration, or related field of study.
- Minimum 3 years related experience in community development or program coordination.
- A demonstrated understanding of and commitment to Wet'suwet'en hereditary governance, cultural protocols, and decision-making processes is essential.
- Experience in a managerial/ administration role in a government or non-governmental department, society, or organization, preferably in a First Nation environment.
- An equivalent combination of education, training and experience may be considered as a substitute for any qualifications.

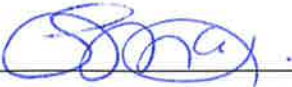
Other Requirements:

- Demonstrated facilitation, oral and written communication, and presentation skills.
- Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue in a collaborative and culturally safe manner.
- Significant knowledge of Wet'suwet'en history, culture, and traditional practices and working knowledge of indigenous law, truth and reconciliation, and the Declaration on the Rights of Indigenous Peoples.
- Proven ability to coordinate and facilitate public participation and community development processes.
- Ability to work cross departmentally and inter jurisdictionally across a variety of disciplines.
- Familiarity with local government regulation, operations, and procedures as well as provincial, federal and First Nations organizations is preferred.

Wet'suwet'en Ambassador

- Self-starter with an ability to work independently, energetically, passionately, innovatively, and collaboratively.
- A high degree of integrity, diplomacy, discretion, cultural awareness, and confidentiality is required.
- Ability to multi-task, set priorities effectively, time manage, and problem solve, including early identification of issues/ problems that may arise, with an awareness of when to elevate issues as appropriate.
- Must be willing and able to travel to meet the requirements of this role.
- Must posse a valid Driver's License.
- Preference will be given to Wet'suwet'en candidates.

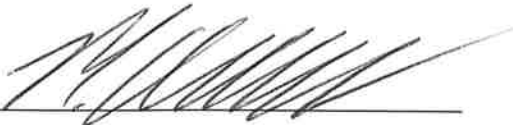
Approved by:



for Office of the Wet'suwet'en

Sept. 17, 2025

Date



for Town of Smithers

Employee

September 10, 2025

Date

Date

CORE COMPETENCIES

Accountability - Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results, setting high standards of performance for self and others.

Planning and Prioritization - Plans and organizes work activities; manages several tasks simultaneously.

Collaboration - Works cooperatively and openly with others, inside and outside the organization, to accomplish objectives, build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of the Town of Smithers and the Office of the Wet'suwet'en

Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

Adaptability - Adapts quickly to change and easily considers new approaches.

Initiative - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at the Town of Smithers and the Office of the Wet'suwet'en.

Customer Service - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from diverse backgrounds in different situations and demonstrates understanding, courtesy, tact, empathy and politeness.