Town of Smithers

OFFICE OF THE WET'SUWET'EN

# Job Description

## Wet'suwet'en Ambassador

Reports to: Director of Corporate Services
Department: Corporate Services
Classification: Exempt

### Main Purpose & Function:

Reporting to the Director of Corporate Services, 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, while also fostering broader understanding, inclusion and connection with Indigenous communities. 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 will work collaboratively with the Office of the Wet'suwet'en leadership and the Town of Smithers to build a shared vision and advance initiatives that strengthen relationships, support reconciliation, and contribute to the social, cultural, and economic well-being of the community. 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 position will also support public education, social inclusion, community connection, and opportunities that contribute to a vibrant and welcoming community that reflects Indigenous values. 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. The Wet'suwet'en Ambassador serves as a liaison and facilitator between the Town of Smithers and the Office of the Wet'suwet'en. The position does not carry independent authority to make decisions, provide consent, or communicate formal positions on behalf of the Wet'suwet'en Hereditary Chiefs without appropriate authorization through established governance processes.

### 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. Provide guidance and support to Town of Smithers project managers, project teams, and senior management on respectful engagement, consultation processes, and Wet'suwet'en hereditary governance protocols, while recognizing that decisions regarding Wet'suwet'en rights, title, and consent remain with the appropriate Wet'suwet'en decision-making authorities.
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. Facilitate and support reconciliation initiatives, public education, cultural awareness activities, and community events that strengthen understanding of Wet'suwet'en history, culture, governance, and contemporary priorities, while fostering respectful relationships between the Town of Smithers, the Wet'suwet'en Nation, and the broader community
7. Coordinate information-sharing and knowledge-building between the Town of Smithers and the Office of the Wet'suwet'en, ensuring that communication respects organizational confidentiality, Wet'suwet'en cultural protocols, and established authorization processes.
8. 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.
9. Work collaboratively with the Office of the Wet'suwet'en leadership and the Town of Smithers to develop a shared vision and identify initiatives that strengthen relationships and provide meaningful benefits to the community.
10. Identify, support, and advance community development, social inclusion, and economic development opportunities that contribute to the social, cultural, and economic vibrancy of Indigenous communities in Smithers, including initiatives related to housing, business development and incubation, community spaces, Indigenous cultural recognition, community participation, belonging, and well-being.
11. Identify opportunities to support the development, recognition, and use of community spaces that foster Indigenous culture, connection, inclusion, and community-building.
12. Support coordination and communication between the Town of Smithers and the Office of the Wet'suwet'en in the development of agreements and initiatives of mutual interest, while recognizing that negotiations, legal advice, and formal approvals remain the responsibility of authorized representatives of the respective organizations.
13. Develop and maintain respectful working relationships with the Wet'suwet'en Hereditary Chiefs, House and Clan representatives, and the Office of the Wet'suwet'en, while supporting appropriate engagement with other Indigenous communities on matters of mutual interest.
14. Collaborate with designated representatives of the Town of Smithers and the Office of the Wet'suwet'en to identify annual priorities, develop joint initiatives, and provide regular progress updates on activities and outcomes that support the relationship between both organizations.
15. Build and maintain knowledge of local First Nation communities' language, traditions, and culture.
16. Conduct research and compile large volumes of information or data into summary documents and written reports.
17. Prepare reports, letters, presentations, agreements, speaking notes, agendas.
18. Flexibility to attend community events/ meetings during evenings and weekends.
19. Perform other related duties as required and participate in the Emergency Operations Centre (EOC) as and when required.

**Qualifications:**

- Post-secondary education in Indigenous Studies/Governance, Community Development, Planning, Social Sciences, Public Administration, or related field,
- Demonstrated understanding of Wet'suwet'en history, culture, the Balhats system, House and Clan governance structures, hereditary leadership, cultural protocols, and traditional decision-making processes, with a commitment to ongoing cultural learning.
- 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, cultural knowledge and experience will be considered.

**Other Requirements:**

- Strong 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.
- 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 possess a valid Driver's License.

Wet'suwet'en Ambassador

- Preference will be given to Wet'suwet'en candidates.

**Approved by:**

Office of the Wet'suwet'en

October 26, 2026
Date

Town of Smithers

Employee Signoff

November 4, 2026
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.