



MUSKEG LAKE CREE NATION

EMPLOYMENT OPPORTUNITY

25-41

Senior Governance Coordinator / Senior C-92 Coordination Coordinator

Organization: Muskeg Lake Cree Nation (MLCN)

Department: Inherent and Treaty Governance

Reports To: Lead Negotiator, Inherent and Treaty Governance

Status: Full-Time or Contract

Muskeg Lake Cree Nation is seeking **1–2 experienced professionals** to coordinate work related to Inherent and Treaty governance, including C-92 coordination discussions. This role supports leadership in ensuring timely follow-up, meeting deadlines, and advancing the Nation's Inherent and Treaty Governance and child and family services priorities.

The position requires **in-depth knowledge of MLCN political structures, Treaty relationships, and Indigenous governance**, along with strong organizational, research, and communication skills.

Qualifications & Competencies

- Advanced degree in a relevant field preferred (bachelor's or higher).
- Demonstrated experience in Indigenous governance processes.
- Knowledge of Treaty relationships, Crown responsibilities, and MLCN political structures.
- Strong interpersonal, communication, and executive-level organizational skills.
- Experience with workplans, budget management, and project coordination.
- Ability to handle sensitive information confidentially.
- Proficiency in MS Office, video conferencing platforms, and information management systems.
- Cultural competency and sensitivity to MLCN history, objectives, and priorities.
- Ability to multi-task, prioritize, and work independently under minimal supervision.
- Flexibility to travel and adjust schedules as needed.

Primary Duties:

- Senior level interaction of a complex and sensitive nature inside and outside the First Nation, including internal and external communication with senior government officials
- Independently research matters for as assigned to support implementation of project plans as outlined – responding and adapting plans as necessary
- Create assigned reports and proposals presentations and recommendations

- Preparation of briefing and education materials on processes, timelines, and FAQs to support progress
- Coordinates information sharing and communication of governance needs within specific teams and across the organization
- Manage the administrative, travel & transportation as well as meeting and special event budgets
- Plan and organize meetings and events
- Prepares meeting packages and distributes to leadership and table participants at least two days prior to the scheduled meeting and any follow up minutes in advance of the next meeting
- Coordinating record keeping and archiving correspondence and process details of meetings
- Maintain email, calendar, information systems and databases, and perform other semi-automated administrative support tasks within the organization
- Provide interdepartmental support as assigned
- Manage efficient use of MLCN resources
- Requires proactive, forward thinking when booking travel/meetings and keeping a daily weekly/monthly/quarterly schedule
- Stay current on governance best practices

Other duties as assigned

The position(s) is responsible for the operational and administrative work relating to the Inherent and Treaty Based Governance process at MLCN.

The responsibilities will ensure there is an integration and coordination of current governance strategies, tables and processes including child and family services reform, governance reform and other jurisdictional priorities identified by the team and leadership.

Contract & Duration

- Position may be offered **full-time or as a contractor**.

Interested candidates are invited to submit a **cover letter and resume** to: hr@muskeglake.com

Application Deadline: November 26, 2025