



BLACKFOOT CONFEDERACY TRIBAL COUNCIL

Job Posting

Administrator of Justice Coordinator

The Blackfoot Confederacy Consists of four First Nations: Amskapi Pikuni, Kainai, Piikani and Siksika. The Blackfoot Confederacy Tribal Council (BFCTC) is seeking to hire an **Administration of Justice Coordinator**.

The primary role is to provide technical and administrative support to the BFCTC Protocol Coordinator for the development of the Administration of Justice Table under the Alberta Protocol Agreement. The Administration of Justice Coordinator will also be responsible, but not limited to, the roles and responsibilities as listed below.

Position Summary:

The Administrator of Justice Coordinator will assist in the development and coordination of the Administration of Justice Table under the Alberta Protocol Agreement. The candidate will coordinate all pertinent activities related to Policing, Corrections and Court systems within the Blackfoot Confederacy mandate.

Responsibilities:

- Scheduling meetings and sending out invitations with the appropriate Blackfoot Confederacy and Government of Alberta personnel
- Creating agendas for meetings and managing all logistics including venue bookings, catering as well as taking meeting minutes
- Researching relevant information on Indigenous Policing, Incarceration, Corrections and Court related matters
- Assist in the development, implementation and coordination of an Administration of Justice Conference for the Blackfoot Confederacy
- Work with Blackfoot Confederacy justice related departments
- Development of a workplan for Administration of Justice Table
- Other duties as assigned

The Administration of Justice Coordinator will report directly to the Protocol Coordinator.

Qualifications and Experience

The ideal candidate will possess the following knowledge, skills and abilities.

- High School Diploma/Post-Secondary education in Criminal Justice or related field
- At least 5 years previous experience working in criminal justice or related field
- In depth knowledge of the Blackfoot language, culture, history and protocol
- Knowledge of the court and justice system (criminal code, provincial and federal statutes and the court process)
- Knowledge of Policing and Corrections
- Knowledge of Indigenous Incarceration and restorative justice
- Ability to speak and understand the Blackfoot language an asset
- Ability to communicate effectively
- Ability to address unexpected and challenging issues
- Ability to work with various computer software
- Reliable transportation required
- Criminal record check required
- Valid class 5 driver's license required

Please send application package including cover letter, resume and updated criminal record check to officemanager@blackfootconfederacy.ca

Subject Title: **Administrator of Justice Coordinator**

Closing Date: **September 10th, 2019** (4:30 p.m.)

Application packages can also be submitted in person at our Calgary office located at: **#100 820 59th Ave SE, Calgary, AB**