



Beausoleil First Nation

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Posted: November 18, 2021

CONTRACT

Purpose: Beausoleil First Nation is seeking proposals from a highly motivated individual(s) to conduct a review and revision of the recently developed custom election code. This document was created by the community and has yet to be implemented and used in a future electoral process. **Persons of Aboriginal Descent preferred.**

Job Title: Election Code Co-ordinator

Qualifications:

- Knowledge pertaining to First Nations electoral processes and requirements
- Minimum grade 12, with preference given to those with post secondary education
- Operate in an organized manner to conduct all necessary consultation and modification to the custom election code based on membership input.
- High proficiency in computer applications and use including Word, Excel, PowerPoint, Publisher, internet and email
- Strong presentation skills, highly motivated and experienced with facilitate strong community engagement and consultation with Beausoleil First Nation membership.
- Effective communication skills, written, verbal, digital
- Make changes deemed appropriate to the custom election code following consultation efforts
- Strong planning skills and ability to work effectively with a minimum of supervision
- Ability to travel both on and off reserve
- Ability to work effectively within strict timelines and schedules
- Must provide a current CPIC if accepted for the position
- Must have a valid driver's license and access to a reliable vehicle
- Report progress to Chief and Council on consultation efforts and recommended changes expressed on the election code document and report on final ratification results
- All work to be completed no later than June 1, 2022 in order for document use in next scheduled BFN general election.

Duties;

- Extensive community consultation efforts to reach all Beausoleil First Nation membership for their valuable input and opinion.
- Detailed work plan to be developed by coordinator
- Consultation with indigenous Service Canada for required legal review and approval of any revisions to custom election code
- To host at least two local and two off-reserve community election code sessions.
- A thorough administrative review of the custom election code document to ensure all numbering, spelling and language are appropriate to any intended users.
- To ensure that processes contained within the custom election code are fair and equitable in all aspects of implementation which includes mechanisms of the hiring of electoral teams to conduct elections and committees to oversee the conduct of an election.
- To ensure that an electronic voting process is included within the custom election code and developing the policies required to implement the same
- Conduct a ratification vote in order to seek community approval of any changes made to the custom election code
- To facilitate the development an election code committee
- Draft BFN Election Code distributed to all membership in preparation for final review/comments and for information RE: Final Ratification
- To undertake a community ratification vote to formally adopt the draft Election Code Policy.
- Completion of Final Report
- Develop a means to engage greater membership numbers in the election process
- Address deficiencies within the Indian Act Election Code Polices
- Ensure that the local Election process is transparent

Please submit the following: Letter of application and resume, proposal with timelines
Three current work related references,

Salary/Wage: \$30,000 to 35,000

Hours of Work: 35 hours per week

Duration: Term Contract to June 1, 2022

Direct Supervisor: Chief and Council

Closing Date: Applications shall be delivered to the Beausoleil First Nation Administration Building no Later than **Wednesday November 26, 2021 at 4:30pm**

SEND TO: Beausoleil First Nation Administration Building. **Attn: A. Dan Monague, First Nation Administrator.** Your application package must be clearly marked with your name and the position you are applying for. fnadmin@chimnissing.ca Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview.

We thank all who apply, however, only those selected for an interview will be contacted.