

JOB OPENING

COMMUNITY ECONOMIC DEVELOPMENT/ EMPLOYMENT COORDINATOR



Job Summary: Reporting to the Band Administrator, the Community Economic Development/ Employment Development Coordinator assists in the research, investigation and development of cultural, traditional and business opportunities that increase financial and social gains for the community, oversees the management of existing economic activities and coordinates social gatherings that strengthen the community. Responsible for the successful coordination of employment related services including providing job search support, identifying available positions, and providing training and information sessions and other assistance. Establishes effective working relationships with community groups, employers, funding agencies and other external contacts.

Skill and Abilities:

- Proven ability to build effective working relationships and have strong networking skills
- Excellent verbal and written communication skills, effective listening skills, and strong public relations, customer service and public speaking skills
- Proven ability to effectively self-manage workload to deliver on assignments and projects on time and with good results
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)

Qualifications

Education: - Diploma in Business Administration or Economic Development

Experience:

- Two (2) years related experience in tourism, economic development, business, or administration
- Supervisory experience, as well as developing and managing budgets

Working

Conditions:

- Minimal Supervision with occasional direction and very few checks of the work performed
- Non-standard hours of work maybe required on occasion
- Travel is required

Type of

Employment: - 35 hours per week, subject to 90-day probation -full benefit package after completed probationary period

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

How to Apply:

- Please Provide a cover letter with salary expectations and availability.

Email your

Application to:

Human Resources

Email: hr@xatsull.com

Mail your

Application to:

Xatsùll First Nation

Fax: (250) 989-2300

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Application

Deadline:

Open until filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.**
