



KITSELAS FIRST NATION
2225 GITAUD ROAD
TERRACE, BC V8G 0A9

KITSELAS BAND ADMINISTRATION EMPLOYMENT OPPORTUNITY

Job Title: Director Economic and Socio Development	Department: Kitselas Band Administration
Reporting to: Chief Administrative Officer	Term: Full-time Permanent
Start Date: Immediately	Deadline: Until Filled

JOB SUMMARY

The Director of Economic and Socio Development of the Kitselas First Nation (KFN), will be responsible for managing all economic development initiatives for KFN and overseeing the Education, Employment and Training and Social Development departments.

MAIN DUTIES AND RESPONSIBILITIES

- Upon direction from the Chief Administrative Officer, collaborate with the Kitselas Board of Directors and staff to plan, develop, coordinate, implement, monitor, evaluate, report, network, access resources and develop for-profit business opportunities with the goal of supporting the community workforce over the long-term;
- Provide effective and responsible management of all economic development duties and directives;
- Work with existing Corporation staff to develop, expand and manage newly proposed community-owned Corporations by developing fiscal, capital and human resources policies and procedures;
- Provide, expand and manage marketing and communications in designated area of responsibility;
- Provide professional representation of Council's interests in negotiation with governments and the private sector relative to the Community's economic development Vision and Corporate Mandate;
- Develop budgets and business cases and apply for grants;
- Present and effectively communicate economic opportunities and assist with developing member capacity required to support business operational needs; and
- Liaise and network with Community, Industry, Federal and Provincial governments and government agencies to initiate and build new relationships.

QUALIFICATIONS

- Post-Secondary education preferably acquiring skills in public service; minimum five (5) years in business administration; evidence of ongoing personal and professional development;
- A minimum of five (5) years relevant experience preferably in a First Nations environment;
- An equivalent combination of acceptable experience and education may be considered;
- Possess exceptional innovation and entrepreneurship skills, business experience and knowledge;
- Managerial experience at a senior level with demonstrated financial management skills;
- Proven program and project management skills;
- Strong computer skills including advanced knowledge of Microsoft-based software;
- Ability to function as part of a diverse team of professionals, consult and negotiate with diverse groups and demonstrate excellent inter-personal relationship building skills;
- Have exceptional written, strong public speaking and marketing skills;



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- Strong public relations and interpersonal skills;
- An understanding of the north coast BC cultural and political environment;
- Knowledge and appreciation of the First Nations culture and values would be a definite asset; and
- Previous experience working in a First Nations community and/or organization is preferred.

ADDITIONAL REQUIREMENTS

- Valid BC Driver's license
- Use of an insured vehicle
- Criminal Record Check

Remuneration: Salary is commensurate with experience and qualifications and includes a favourable benefits and pension plan.

HOW TO APPLY

A competitive salary and benefits package is offered. Further information can be obtained at www.kitselas.com. Please reference "Director Economic and Socio Development" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Teri Muldon
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Kitselas First Nation
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