**Little Shuswap Lake Band Job Posting**

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| **Department:** | Economic Development  |
| **Position:** | Economic Development Project Manager |

**The Organization:**

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsín, the traditional language. LSLB has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Administration, which covers programs and services for Band members; Wellness, which is responsible for the overall health and wellness of the community; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

**The Opportunity - A Day in the life of the Economic Development Project Manager:**

The Little Shuswap Lake Band is seeking an exceptionally talented and professional Project Manager who will support the Executive Director of Economic Development. The Project Manager will proactively contribute to the Director’s requirements in a timely, discreet, and ethical manner. This successful candidate will bring experience and professionalism to enable the Director to be as effective as possible.

**Requirements - What you bring to the organization:**

* 5+ years’ of progressively responsible management experience preferable in the community, social services sector or with Indigenous organizations.
* Relative Designation in area of expertise.
* Excellent oral and written communication skills.
* Highly professional and adaptable with proven judgement and discretion.
* Demonstrate initiative, creative, and organizational skills, with keen attention to detail and business acumen.
* Excellent interpersonal skills with strong abilities to work with cross-functional teams.
* Ability to work independently in a fast-paced environment.
* Experience in a managerial role with senior skill set in MS Office including Excel, Word, PowerPoint, and Publisher.
* Knowledge and experience in developing professional correspondence, reports, and other related documents.
* Diplomacy, tact, and confidentiality in dealing with a variety of people and information. Good judgement must always be exercised.
* Must have a valid Class 5 BC Driver’s License and a reliable vehicle.
* Full vaccination against COVID-19 is mandatory for this position and operation (the LSLB will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to human rights protected ground).

**Specific Duties and Responsibilities:**

* Performs all duties and responsibilities in accordance with Little Shuswap Lake Band policies and procedures.
* Work with the Executive Director of Economic Development to create and implement a Community Economic and Opportunities Plan within Little Shuswap Lake Band’s territory for member and Band business benefit.
* Liaison and support the Economic Development Department, managers with Chief and Council.
* Assist in the development of Economic Development Funding Plan and Annual Budget.
* Assist in sourcing funds and other capacity support for LSLB business, LSLB member entrepreneurs and business-related opportunities on and off reserve.
* Schedules, updates, and maintains calendar schedules, meetings, workshops, and conferences for the Executive Director of Economic Development.
* Schedules and coordinates all travel and hotel requirements including travel reimbursements for the Executive Director of Economic Development.
* Composes and prepare documents for signature and coordinates the preparation of corporate documents, as requested.
* Delegates and follows up on action items that fall within realm of responsibility.
* Maintain an easy-to-use filing system for archived documents and computer files.
* Provides confidential personal support and maintains confidential personal information.
* Completes other duties for Chief and Council at the discretion of the Executive Director

**What we will provide:**

* Full-time, permanent role with benefits
* Growth opportunities
* Competitive compensation package

**Application Deadline:**

September 27, 2022

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume to the **Employment Counsellor, Jenna (Cowan) Bilow**:

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| **Email:** | jcowan@lslb.ca |
| **Fax:** | 250-679-3220 |
| **In Person:** | Little Shuswap Lake Band Office1886 Little Shuswap Lake RoadChase, BC V0E 1M2 |

*NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.* *We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*