



KWAKIUTL BAND COUNCIL

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Box 1440, Port Hardy, BC V0N 2P0

**Economic Development Manager
Kwakiutl First Nation**

Kwakiutl Band Council (KBC) is seeking a full-time Economic Development Manager (EDM) to work out of Fort Rupert just outside of Port Hardy (Northern Vancouver Island). Please submit a cover letter, resume, three references and salary expectations. Cover letter should clearly indicate how you meet the requirements such as main duties, experience and knowledge required for this job. Salary will be based upon experience and qualifications. Please send the required application documents to manager@kwakiutl.bc.ca no later than October 25, 2018.

Job Summary: The Economic Development Manager (EDM) is a senior manager position with the Kwakiutl Band and is frequently tasked with inter-departmental coordination (i.e. land and resources, forestry, fisheries). You are responsible for managing all aspects of Economic development, including community consultation; forest management and enforcement; natural resource business development; and development and implementation of an overarching economic development strategy/plan which is being undertaken this year. An important function of the Economic Development Manager will be development of policies, development of protocols and related procedures for all sectors of the North Island economy.

In Cooperation with the Land and Fisheries team, the Economic Development manager will assist and play a leading role in negotiating strategic partnerships and other business arrangements with resource companies. You will ensure that the values of community members are identified, considered and integrated into business planning, operations and restructuring. In addition, the Economic Development Manager will work in close collaboration with Band's Social Development and Education Departments to access funds and establish program to develop the capacity of Band members to secure employment, training and/or initiate business initiatives.

The successful candidate must have a Degree in Public Administration, Business Administration, Management, Economics or Commerce and work in a related discipline with 2 years direct experience; or a Diploma in Business or related discipline and 3+ years or more of previous experience in economic development (preferably majority of work experience with a First Nation). Must also be able to seek, assimilate and take guidance from many different areas; be able to prioritize and focus efforts in face of multiple competing demands. Work well in team environment and small community setting.

Only short-listed applicants will be contacted. Please submit your completed application including:

- Resume
- Cover Letter
- Three References

By October 25, 2018 to Jeneen Hunt, Band Manager @ manager@kwakiutl.bc.ca