



Skwłāx te Secwepemcúlecw 1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

Skwłāx te Secwepemcúlecw Job Posting

Department: Economic Development
Position: Economic Development Project Assistant

The Organization:

Skwłāx te Secwepemcúlecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS 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 SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	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 Assistant:

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

Requirements - What you bring to the Organization:

- 5+ years of progressively responsible experience preferably with Indigenous organizations.
- Excellent oral and written communication skills.
- Highly professional and adaptable with proven judgement and discretion.
- Demonstrate initiative, creativity, 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 role with strong skill set in MS Office including Excel, Word, PowerPoint, Publisher and Project.
- 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.



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Specific Duties and Responsibilities:

- Performs all duties and responsibilities in accordance with Skwłāx te Secwepemcúłecw policies and procedures.
- Work with the Executive Director of Economic Development to create and implement a Community Economic and Opportunities Plan within SteS Band's territory for member and Band business benefit.
- Work with the Executive Director and other staff members of the Economic Development Pillar to create and follow work plans, flow charts and gantt charts.
- Liaison with and support the Economic Development Pillar, other Pillars of SteS, Managers, and Chief and Council.
- Assist in the development of Economic Development Funding Plan and Annual Budget.
- Assist in sourcing funds and other capacity support for SteS business, SteS member entrepreneurs and business-related opportunities on and off reserve.
- Compose and prepare documents for signature and coordinate the preparation of corporate documents, as requested.
- Delegate and follows up on action items that fall within the realm of responsibility.
- Maintain an easy-to-use filing system for archived documents and computer files.
- Provide confidential personal support and maintain 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:

- Posting date: February 2nd 2024
- Internal Closing Date: February 16th, 2024
- External Closing Date: Open Until filled.

Preference may be given to applicants of Indigenous Ancestry.

Send resume, cover letter and state the job title in the subject line to:

Email: hr@slb.ca

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúłecw, 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.