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Position Information

Position: Special Projects Coordinator
Position ID: ED-2201
Supervisor: Economic Development Manager
Hours: Full-time, Permanent
Wage Range: \$20.00-\$27.00/hour
Start Date: May 23, 2022

Job Summary

The Special Projects Coordinator delivers a suite of programs and services to perform the following duties. Their duties include developing policies and administering programs that promote industrial and commercial business investment within the community; conducting social and economic surveys within the area to assess development potential and future trends; planning business development projects through liaising with a variety of industry, commercial enterprise, and government agency representatives; reviewing feasibility studies or business plans; and providing advice on procedures and requirements for the lending agency and government funding approval. The Special Projects Coordinator may be required to conduct competitive analysis and market research for business ventures and will work closely with other business support agencies and financial institutions active in the Nechako region.

Additionally, the Special Projects Coordinator provides support to the Economic Development Manager and Executive Assistant. Such assistance can include the creation of project management calendars, the development of MOUs with potential business development partners, reviewing and presenting on appropriate opportunities, projects, and potential proponents available to Saik'uz First Nation, providing a monthly report on department activities to the Chief and Council, support for major, inter-departmental events such as elections and the Annual General Assembly, managing job boards, and assisting with internal and external communications via the monthly SFN newsletter and other marketing initiatives.

Requirements:

- Minimum three years of relevant senior management experience, preferably in a First Nations environment.
- Demonstrated record of accomplishment in business or economic development.
- Proven ability to work with business and investors to develop joint venture opportunities.
- A solid understanding of business principles, community economic development, accounting principles, and financial analysis and evaluation.
- Proficiency in Microsoft Office applications such as Outlook, Word, Excel, and the ability to learn new computer applications.
- Confidential on all matters relating to the affairs of Saik'uz First Nation.
- A valid BC Driver's License and reliable transportation.
- Willing to travel for work on a semi-regular basis.

- Preference will be given to candidates with a degree in economic development, commerce, marketing, an MBA, or an equivalent combination of education and experience.

Qualifications & Skills:

- Dedicated, professional, and with effective communication, technical, and report writing skills.
- Experience working with large operational budgets.
- Strong negotiation skills.
- Highly organized with excellent strategic planning skills.
- Knowledge of First Nations governance, government programs, and services.
- Able to multitask and manage multiple projects with tight deadlines and in a team environment.

Please submit your cover letter and resume via e-mail to resume@saikuz.com, with the Position ID included in the subject line, by May 13, 2022.

We thank everyone for their interest; however, only those selected for an interview will be contacted.