



STZ'UMINUS FIRST NATION

JOB POSTING - SENIOR COMMUNITY MANAGER

The Stz'uminus First Nation, located just north of Ladysmith, BC, is seeking the services of a qualified and experienced Senior Community Manager who will report to the Director of Administration. The successful applicant will be an experienced people and program manager and experienced in leading multidisciplinary teams. The Stz'uminus First Nation currently provides a wide array of services to its membership.

Core responsibilities of the position include:

- Provides leadership in program management and undertakes approved strategies to ensure a high level of service delivery to all members
- Provides leadership to staff, including hiring and termination, discipline, performance and attendance management, coaching, training, development, and guidance, and represents the employer in the grievance process.
- Provides coaching on a timely basis; develops goals and expectations, identifies training and development needs.
- Sets performance goals and coaches employees to achieve desired results.
- Ensures properly conducted and timely program data collection
- Ensures program compliance and reporting for meeting funding requirements
- Ensures programs are operating to and are managed within budgets
- Develops annual program budgets
- Works to Identify funding opportunities and supports and aids the development of funding proposals in alignment with program goals.
- Communicates with and regularly updates the Director of Administration on programs and services
- Meets with the Finance Manager regularly and provides operational information for the development/review of financial forecasts.
- Participates in the development of community program strategies, and of goals setting and attainment, and supports and leads programs and services in accordance with Chief and Council endorsed policy and direction.
- Prepares and presents recommendations to Council.
- Willing to learn, respect, and appreciate Stz'uminus First Nation culture, customs, traditions, and issues.
- Cultural Training attendance and cultural participation is required.

Education, Skills, and Qualifications:

- Post-secondary degree
- Ten years of proven program management and leadership experience (a combination of relevant education and work experience will be considered).
- Knowledge of leadership/management concepts and practices
- Ability to develop and maintain effective working relationships with internal and external partners
- Ability to manage the delivery of a variety of programs and services
- Demonstrated ability and experience in effectively leading and managing human resources
- Excellent written and verbal communications skills
- Excellent organizational and office management skills
- Ability to coordinate multiple tasks in a busy work environment
- Computer literacy (MS Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Valid driver's licence and a satisfactory criminal records check



STZ'UMINUS FIRST NATION

Interested and qualified applicants are invited to submit a cover letter and resume via Canada Post, e-mail, or fax by the closing date of **Friday, September 25, 2020, at 4:00 p.m.** to the following:

Attention: Human Resources Advisor
12611-A Trans Canada Highway
Ladysmith, BC V9G 1M5
Fax: 250-245-3012

E-mail: resumes@stzuminus.com