



STZ'UMINUS FIRST NATION

Job Posting - Senior Community Manager

The Stz'uminus First Nation is seeking a full-time permanent Senior Community Manager.

The hours of work are 37.5 hours per week, Monday to Friday, 8:30 a.m. to 4:00 p.m.

The Senior Community Manager is responsible for providing direction, supervision, and support to the Community Services Departments comprised of the Community Centre, Fisheries, Research: Title and Rights, Public Works, Emergency Management, and Housing.

The Senior Community Manager ensures program requirements per contribution agreements and the Stz'uminus Strategic Plan are being met and reported upon.

Responsibilities may also include oversight of other community facilities for capital and maintenance needs, such as the Long House, as directed by the Director of Administration.

QUALIFICATIONS:

- ✓ Post Graduate Degree in Business, Engineering, or a degree with experience specific to the job. Master of Business Administration preferred.
- ✓ **Strong Project Management skills required.**
- ✓ Engineering background an asset.
- ✓ Knowledge and ability to develop respectful relations with ISC (Indigenous Services Canada), and other key funding agencies.
- ✓ Sound work ethics, values, and traits, including integrity.
- ✓ 10 years of supervisory/managerial experience.
- ✓ A minimum of 2+ years experience working within First Nations governments.
- ✓ Experienced leadership; supervision and motivation of several senior employees, including front-line employees numbering 30+
- ✓ Budget monitoring and development; Annual Audit requirements adhered to.
- ✓ Asset management and knowledge of a broad range of disciplines, which should include many of the following: building maintenance, public works operations including water, sewer, and roads, First Nation housing, Emergency Planning, Fisheries Management, Community Recreation Programming, and Capital Projects Management, (annual building and roads maintenance schedule, i.e., various centers, heating and cooling systems, summer and winter maintenance of roads, fleet vehicles and marine craft).
- ✓ Class 5 or better Driver's License (required).
- ✓ Criminal Record Check (required).
- ✓ Monitoring of lands for protection, safety, and inclement weather.



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- ✓ Collaboration and communication with key employees in various situations.
- ✓ Knowledge and experience in Calls for Proposals, developing and awarding capital project contracts.

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 **Tuesday, January 31, 2023 at 5:00 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**

Please only forward submissions as requested above, phone calls will not be accepted.