



SKEETCHESTN INDIAN BAND

JOB OPPORTUNITY: Social Development Manager

Skeetchestn Indian Band is seeking a collaborative, strategic and passionate Manager who is comfortable navigating opportunities, challenges, funding agreements, budgets, and human capacity by serving as the leader to a dynamic team who share values of service, inclusion, kindness, community and integrity.

This is a permanent full-time position with benefits. The position is located on the beautiful Skeetchestn Reserve, 60 km west of Kamloops. Skeetchestn is a strong, prosperous and sustainable community of the Secwepemc Nation.

You are a great candidate for this position if...

- You are skilled at managing employees with a variety of skills and experience levels, and know how to support staff as well as client diversity.
- You are adept at building relationships with staff, funders and community members, and understand that these relationships are a critical ingredient for our success.
- You are able to find fun and humor in your daily work, and enjoy leading a team by caring personally about the people within it.
- You are passionate about social development, wellness and the delivery, planning, organizing and evaluation of services. This includes but not limited to: Youth and Community Cultural programs, Traditional Wellness, Child Welfare, Family Support, Elders and Homemaking Services, Mental Health & Substance Abuse Prevention, Employment and Financial Assistance Services and Adult Education.

Key Responsibilities:

People & Asset Management -Staff (5-6 direct reports)

- Provide people-management leadership to the social development staff including the education coordinator
- Work closely with the Management Team, Council, Community School, Partner Agencies and Health Centre
- Responsible for the Community Services Vehicles
- Responsible for the Youth Centre and Preschool building

Strategy and Communications

- Maintain and develop current & new funding opportunities
- Direct and contribute to the implementation of the overall social development strategy
- Direct and contribute to the development of new social programs
- Direct and contribute to increasing early childhood education programs and childcare services on-reserve

Development, Fundraising, Budgeting

- Write funding proposals and grant applications, administer funds, programs, projects and reports
- Build / maintain relationships with all funding agencies, regional and local partners
- Develop and manage the social development and education annual budget

Requirements:

- Minimum of 2 years of experience supervising 2 - 5 direct reports.
- Demonstrated success in a wide variety of fundraising activities (individual donors, special events, grant writing, corporate partnerships).
- Demonstrated relationship-building skills: the ability to actively listen and to interact warmly with people from a wide variety of backgrounds.
- Experience with creating and managing budgets
- Regular use of a reliable vehicle, valid driver's license and insurance

- Available for occasional evening or weekend commitments
- Excellent written and verbal skills in English.
- Computer proficiency, especially with Microsoft Office.

Preferred Qualifications:

- Knowledge and understanding of First Nations communities, culture and challenges
- Extensive cumulative experience in social services
- Skills and training in conflict management resolution
- Bachelor's degree

Length of Employment and Wage Range:

Full-time permanent. Wage based on experience. Comprehensive Benefits package including: Group Pension Plan and Extended Health Benefit package introduced after 3 month probationary period.

How to Apply: Forward your resume and cover letter to: Human Resources.

PO Box 178, Savona, BC V0K 2JO Email: adminassist@skeetchestn.ca Fax: 250-373-2494

Application deadline: January 26, 2019. Applications will be reviewed on a rolling basis.

Thank you for your interest, however **only those candidates selected for an interview will be contacted.**