



KTUNAXA
NATION

We invite you to apply for the position of...

Strategic Initiatives- Maternity Relief

Economic & Investment Sector

Term Specific – FULL-TIME

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

Working across the KNC, but particularly across the Sector. This includes primary and secondary research in areas of policy development, economic valuation, governance and fiscal powers.

The position works directly with the Sector Director to coordinate and marshal the application of Sector resources to deliver on the sector and KNC priorities, while also supporting the proactive pursuit of new and emerging opportunities

CONTRIBUTIONS AND RESPONSIBILITIES

Business, Economic and Sector Operational Policies

- Respond to and resolve policy and procedure issues and questions on the application and interpretation.
- Research, write and update policies as required; inform and communicate policies with all employees as required.

Economic Development Initiatives

- Working with the Economic and Investment Sector team, support sector engagement across sectors and industries with up-to-date economic-based research.
- Support Economic and Investment Sector Staff in developing and delivering programs for Ktunaxa Citizens. Provide economic and business development information to interest groups, communities etc.
- Identify and assess information that could have a significant economic impact on the Ktunaxa communities.
- Working within the RMS (Referral Management System) and with appropriate sector staff research and develop appropriate information-sharing pathways to meet sector objectives.
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Reporting

- Prepare and present, written and verbal, consolidated reports as required in consultation, guidance and review with the Director.
- Monitor Economic and Investment Sector operations regularly for effectiveness, professionalism and compliance with internal and external obligations. Exceptions are to be reported to the Director.
- Ensure that achievements are recognized and celebrated regularly.

Community and Public Relations

- Ensure that the relationship and communications with the Communities, government, public, interest groups, and other organizations and agencies are appropriate to the image, messaging, and interest of the Sector and the Ktunaxa Nation in general.
- Maintain an awareness of the Ktunaxa community, regional, and provincial economic planning programs and activities.

Networking

- Liaison with Councils, staff, contractors, government departments, private sector and other First Nations and aboriginal organizations
- Participate in Inter-Sector networking.
- Initiate, develop and maintain relationships and liaison with external entities as required to achieve economic and business development goals. Of primary consideration are Provincial, Regional and Municipal Governments as well as key stakeholders in established or emerging agreements.

QUALIFICATIONS:

Academic Preparation

Academic Preparation

- Bachelor's Degree in Economics, Commerce, Business Development / Administration, or entrepreneurial studies.

Experience

- 4-6 years of experience working with the business community, in a First Nation context preferred
- Economic development theories and practices
- Understanding of principles and trends within the economic development industry.
- Understanding of the local economic, cultural and political environment.
- Ability to build and maintain strong, effective professional relationships in a results-oriented environment
- Demonstrated experience and skills in business development, relationship and partnership building
- Knowledge of business planning, due diligence processes and approaches associated with accessing and fulfilling business development and procurement opportunities
- Exceptional communication skills, with the ability to communicate clearly and effectively in a variety of settings
- Excellent written, oral and listening communication skills
- Excellent computer skills including Microsoft Office Suite, Word, Excel, and Powerpoint
- Strong information management skills
- Strong organizational and project coordination skills
- Be detail oriented while also thinking and acting strategically.
- Valid driver's license and reliable vehicle

Personal Qualities

- Appreciation for the challenges and opportunities associated with Reconciliation for Indigenous Economic Development
- Openness and willingness to learn about the Ktunaxa Nation, Ktunaxa Communities' aspirations and vision for its future
- Collaborative and cooperative style

- Assertive business acumen
- Professional manner and approach to the work

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Proof of vaccination is required in accordance with the Ktunaxa Nation Council vaccination Policy.

Internal staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center.

Come with your willingness to learn!

Please submit your cover letter and resume
Telling us what attracts you to the position, and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438**

CLOSING DATE: OPEN UNTIL FILLED

We thank those who apply; however, only those selected for an interview will be contacted.