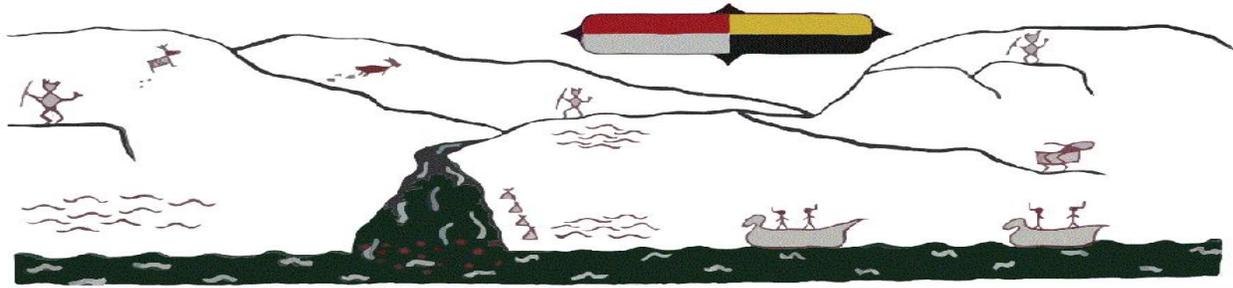


Kanaka Bar Indian Band



JOB POSTING

Position: CEO – Economic and Business Development
Organization: Kanaka Bar Land and Resources LP
Application Deadline: Until the position is filled

Summary

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an [Organizational Structure](#) to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from economic development activities. With this job posting, Council is inviting applicants to oversee planning and administering of Kanaka's "Orange" arm (economic and business development). For more information on Kanaka, please review the rest of our website at: <http://www.kanakabarband.ca/>.

CEO – Economic and Business Development is a full-time management position at Kanaka from Monday to Friday with reporting bi-monthly to Directors. The CEO is responsible to oversee the activities and staff following entities:

1. Kanaka Bar Land and Resources LP (KBLR)
2. Kwoiek Creek Resources Inc. (KCRI)
3. Siwash Watershed Resources Inc. (SWRI)
4. Kanaka Land and Holdings LP (KLH)
5. Kanaka Bar Employment Services LLP (KBES)

The CEO Orange will report to Directors of KBLR and its subsidiaries to conduct research on the business needs of Kanaka Bar by engaging all local businesses and individuals in thinking through the economic development process for the community. The CEO will be responsible to evaluate business climate and economic conditions for business development and entrepreneurship in the community, gaining insight on business formation, sectors, size, growth needs, strengths and challenges. Key deliverable for the CEO will be development of business plans and operational policies in line with Kanaka's vision, strategy and plans.

Duties and Responsibilities

The successful applicant will be responsible for overall planning, coordination and continuous development of Kanaka's economic and business development, and ensure that each Kanaka entity remains compliant with applicable laws, rules, regulations, agreements, and internal policies.

More specifically, the CEO will be responsible to:

- Demonstrate interest in rural and sustainable economic development, and how climate change is affecting the world as we know it.
- Ensure that each business function remains compliant with applicable laws, safety regulations and policies of Kanaka and other levels of government.

- Identify policy gaps and challenges and make recommendations to improve.
- Oversee, direct and collaborate with staff to ensure overall operational and organizational excellence. This includes hiring, supervision and in some cases reducing staff.
- Provide annual employee evaluation and mentoring for the staff in all business functions listed above.
- Responsible for motivating and developing the skills of staff in each business function to foster productivity, professionalism and high morale.
- Collaborate and effectively communicate with Directors and staff to develop business plans for all businesses
- Establish and implement short, medium and long-term work plans, including annual operating budgets for each business function, in accordance with Kanaka's goals and objectives outlined in its critical planning documents.
- Understand finances and prepare periodic financial statements for each business to assist in informed business decision-making.
- Monitor business performance against goals and budgets to ensure that progress is being made, and that corrective action is taken, where and when necessary.
- Provide direct support services such as research, grant writing, project development or planning support, business retention and expansion activities to a variety of community initiatives.
- Provide support for the project application, management and assessment process.
- Engage with the community, staff and leadership, and maintain relationships with other stakeholders.
- Assist in organizing meetings and finalizing minutes.
- Develop clear and comprehensive reports, proposals, correspondence and other written materials.
- Other duties may be assigned as required.

Requirements

- University degree in business or public administration and/or organizational development.
- At least 2 years of managerial experience in First Nations Administration.
- Training in financial and/or human resource (HR) management is considered an asset.
- Knowledge of employment law, labor relations and various government levels in Canada.
- Ability to establish and maintain effective working relationships with employees, residents, membership, and leadership, as well as external stakeholders.
- Ability to evaluate current Kanaka businesses, identify alternatives (think outside the box) and develop sound conclusions and then implement recommendations.
- Advanced organizational and managerial skills.
- Excellent verbal and written communication skills. Applicant must have the skills to generate works on their own using Microsoft Office package.
- Strong understanding of administrative, operational principles and best practices.
- Proven negotiation and conflict resolution skills.
- Prior working knowledge of Xyntax is considered an asset.

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours and during the bi-monthly Council and Community meetings.
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend community meetings and conduct presentations using various media.

This will be a full-time employment position based out of the Kanaka Bar's Band office. Compensation will consider both the qualification and experience of the applicant.

All qualified and interested applicants should submit a cover letter and resume to chief@kanakabarband.ca. **The posting will remain open until a suitable candidate is found.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as mid February but depends entirely on finding the right candidate.