



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting Director of Corporate Services

The Director of Corporate Services (DCS) is responsible for facilitating, promoting and ensuring cohesive governance as well as community and economic development. The DCS performs a variety of administrative, technical and professional work to assist the Band Administrator to ensure the efficient operations of MLIB. The DCS will report to the Chief and Council through the Band Administrator. This position is a hybrid position based in Prince George with 25-50% travel required to McLeod Lake.

Key Responsibilities:

- Responsible for carrying out analysis on complex resource management issues and initiatives that concern the organization, and prepare associated reports, correspondence, and submissions to senior management
- Provide relevant information and support for the preparation of financial reports and budgets
- Direct, manage, and develop the capacity of administrative staff to guarantee smooth business operations and the provision of accurate and timely information
- Represent the organization on internal and external matters, including negotiations, conventions, seminars, public hearings, and forums
- Responsible for overseeing the formulation and implementation of plans, policies, and processes.
- Develop economic profiles of the region and community to facilitate the development of a community economic development plan including vision, goals and objectives.
- Liaison with MLIB Departments to update the Comprehensive Community Plan with a focus on building economic development zones.
- Establish and maintain relationships between MLIB, Duz Cho, TDLP and business partners.
- Assist with the development of job creation projects.
- Secure funding for projects and development of proposals to raise financial resources. Grant writing.
- Assist the Band Administrator to facilitate information sharing with Band Members and holding meetings with community members.

Education and Experience:

- Bachelor of Commerce, Planning, Marketing, Public Administration or Economics or an equivalent level of experience and education.
- Minimum of 3 years of experience.
- Shall hold a valid Class 5 driver's license.
- An understanding of the Tse'khene traditions and language is considered an asset.
- Must sign oath of confidentiality

The position will be located at the offices of McLeod Lake and Prince George and will require in-person work.

Transportation may be provided from Prince George or Mackenzie.

For a complete job description please contact the HR Department below:

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mlib.ca

Deadline to apply: June 30, 2024

Posted: June 06, 2024