

**Soda Creek Indian Band (SCIB)**  
Employment Opportunity

**Job Title:** Community Economic Development Coordinator

**Job Summary:** The Community Economic Development Coordinator assists in the research, investigation and development of cultural, traditional and business opportunities that increase financial and social gains for the community, oversees the management of existing economic activities, and coordinates social gatherings that strengthen the community.

**Education and Experience:** Diploma in Business Administration or Economic Development

**Skills and Abilities:**

- Proven ability to build effective working relationships and have strong networking skills
- Excellent verbal and written communication skills, effective listening skills, and strong public relations, customer service and public speaking skills
- Proven ability to effectively self-manage workload to deliver on assignments and projects on time and with good results
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**Type of Employment:** 35 hours per week, subject to 90-day probationary period– full benefit package after completed probationary period

**Criteria:**

- Applicants will be required to provide a copy of a valid BC Driver's License and Driver's Abstract.
- Applicants will be required to complete a Criminal Records Check
- Applicants will be required to provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.
- Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act

**Application Deadline:** SCIB Application Form is required with your cover letter and resume by Thursday September 9, 2010 by 4:00 PM

**How to Apply:** By mail to 3405 Mountain House Road, Williams Lake, BC V2G 5L5, attention to Roxanne Stobie or by fax to (250) 989-2300, or by email to Roxanne Stobie at [r.stobie@xatsull.com](mailto:r.stobie@xatsull.com).

Included in the cover letter please state salary expectation and provide three work related references. Complete job description and application form available on line at [www.xatsull.com](http://www.xatsull.com) or by pickup at the Soda Creek Band Office. Only successful applicants will be called for interviews.