



SOCIAL ENTERPRISE COORDINATOR

Type of Position: Full-time, permanent

About the Position:

Xat'sull First Nation, a dynamic Indigenous community, is seeking a dedicated and detail-oriented Social Enterprise Coordinator to join our team. Located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

Reporting to the Chief Administrative Officer(CAO), the Social Enterprise Coordinator is responsible for researching, developing, and promoting cultural, traditional, and business opportunities that generate financial and social benefits for the Xat'sull First Nation. This role oversees the operation of current economic ventures, such as the Xat'sull Heritage Village and Whispering Willows Campsite, while coordinating social gatherings that foster community connections and well-being.

Skills and Qualifications

Knowledge, 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
- Strong time management and prioritization skills to balance multiple initiatives.
- Marketing and communications skills to promote products/services and raise awareness.
- Ability to build strong partnerships with community members, organizations, and funders.
- Strong mentorship and capacity-building abilities, especially when working with marginalized groups.
- Ability to identify community needs and develop innovative solutions.
- Budget development and financial management of social enterprise activities.

Experience and Education Requirements:

- Diploma in Business Administration or Economic Development
- Two years related experience in tourism, economic development, business, or administration

3419 Mountain House Road, Williams Lake B.C., V2G 5L5
Phone: (250) 989-2323 / Fax: (250) 989-2300
email: reception@xatsull.com
www.xatsull.com

- Two years supervisory experience, as well as developing and managing budgets

Directly Supervises:

- Seasonal staff, tour guides, summer students

Other Requirements:

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.