



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

**Tk'emlúps te Secwépemc (TteS)** is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

**Position Title:** KIBDC Manager  
**Department:** KIBDC  
**Supervisor:** Chief Operating Officer  
**Terms:** Full-Time  
**Job Reference #:** 2019-011

#### **PURPOSE OF POSITION:**

Responsible for the effective operation of the Kamloops Indian Band Development Corporation (KIBDC) and its related businesses, the KIBDC Manager will oversee implementation of strategic goals and objectives while providing direction and leadership toward the achievement of the corporation's mission, vision and strategic objectives. Responsibilities include maintaining the corporation's standards for licensing, employment, administration, regulations, and safety while ensuring the KIBDC operates in an efficient and profitable manner. This position supervises all KIBDC and affiliated corporation staff and sub-contractors.

#### **DUTIES AND RESPONSIBILITIES:**

- Fulfill corporate reporting functions ensuring continuity and requirements compliance.
- Implement organizational policies and programs, establish financial and administrative controls, formulate and approve promotional campaigns, and approve overall Departmental prioritizing and planning.
- Performs all duties and responsibilities in accordance with the TteS Band policies, standards and procedures.
- Coordinate the Annual General Meeting to facilitate reporting to the community.
- Coordinate Strategic Planning for KIBDC, as well as strategic planning amongst all other Kamloops Indian Band businesses and corporations.
- Assists with the utilization of supply chain to minimize costs and maximize the buying power of TteS.
- Recruit, interview, hire, train and evaluate employees, contractors and other service providers that report directly to the Manager; ensure services are completed and addressed in a timely fashion
- Monitoring staff performance and ensuring a high level of customer service is maintained to all stakeholders.
- Facilitate inter-departmental relations within the Tk'emlúps te Secwépemc and develop terms of reference outlining roles and responsibilities of KIBDC and related departments.
- Conduct Financial, Tax, Risk and Facilities Management – recommends a yearly budget for Board approval and allocates physical, human and financial resources within those guidelines according to current laws and regulations; provides oversight, maintenance and accuracy of records.
- Monitors expenditures on the office budget and calculates budget balances, advises on fund availability and completes account balances.
- Approves and verifies accounts payable items and travel expenses, to pre-approved levels.
- Responsible for management of all KIBDC and major assets. (i.e. CLC, MPC, MPIP, Phase II, Rayleigh and Westside lands).
- Represents KIBDC or assists delegate representatives to work on behalf of the organization in helping with negotiations or other official functions, while assuring the Corporation and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders and the community.

- Prepares submissions, applications, and/or proposals for new project development and to develop additional business opportunities.
- Develops and coordinates marketing, advertising and communications for the Kamloops Indian Band Development Corporation, the Mount Paul Centre, Chief Louis Centre and related assets.
- Develops and oversees community, public and customer (client/tenant) relations, including the development of relevant policies.
- Liaises between departments and ensures organizational strategies are implemented accordingly.
- Conducts research on best practices, business and marketing opportunities, compile data, and prepare papers for consideration and presentation by executives, committees and the board of directors.
- Oversees all supply chain activities for TteS.
- Ensures the native language, culture and history are reflected in aspects and functions of the department.
- Maintains confidentiality on all matters relating to the affairs of KIBDC.
- **Other duties as related to the operation of the Kamloops Indian Band Development Corporation as may be required.**

#### POSITION QUALIFICATIONS:

##### Education/Training/Certification

- Ideally, the KIBDC General Manager will have completed a bachelor's degree or master's degree in Commerce, Business Administration, or a related field, *with a focus on Community Economic Development. However, an equivalent level of education and experience will be considered.*
- One of the following professional designations is **highly desired**: Supply Chain Management Professional (SCMP) or a Project Management Professional (PMP) designation.
- Proficiency with financial statements and office related software (Microsoft Office) is a requirement.
- Substantial practical experience in small to medium sized business management/community economic development, and real estate development combined with relevant management course work.

#### OTHER QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Excellent interpersonal, tact and diplomacy skills.
- Excellent oral and written communication skills.
- Can engage in strategic planning, implementation and evaluation within a First Nation community.
- Proven leadership and management skills.
- Must be able to write business plans and feasibility studies with a strong understanding of local market research.
- Respect and understanding of First Nations culture and traditions.
- Can develop and implement proposals.
- Must pass a Criminal Record Check
- Must possess a current Class 5 Driver's License

**Hours of Work:** Normal shift for these positions is 7 hours per day, there may be extra hours required for project deadlines and additional travel, non-normal shifts may be required from time to time

**Pay Grade:** As per current TteS salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Tuesday March 27, 2019  
to be received no later than 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at [resume@kib.ca](mailto:resume@kib.ca), Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way  
Office Hours are Monday to Friday, 8:00 AM to 4:00 PM  
Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.