



Ts'kw'aylaxw First Nation

Box 2200
Lillooet, B.C.
V0K 1V0

Ph: (250) 256-4204

Fax: (250) 256-4058

External Job Posting for Economic Development Worker

Closing Date: Until filled

Ts'kw'aylaxw First Nation is seeking a part-time person to administer The Economic Development Program.

Supervised by: Ts'kw'aylaxw First Nation Administrator

Knowledge and Skills Required

- Identify economic opportunities for the Ts'Kw'aylaxw First Nation.
- Assist TFN members with potential business ventures.
- Act as a resource person for staff, C&C and members (advise, research, develop, communicate, promote, write, and provide).
- Review and editing of material to provide options, strategies and recommendations.
- Support informed decision making by providing technical expertise and relevant researched information.
- Research and develop employment opportunities.
- Development of a comprehensive Economic Development Strategy encompassing tourism, Forestry, fish and wildlife and the environment.
- Proposal writing driven and drafting
- Computerized experience with word processing and spreadsheet skills.
- Communication skills; relationship building and other people skills to address internal and external relationships.
- The ability to maintain confidentiality is essential.
- Superior problem solving and conflict resolution skills.
- Computer literacy.
- Individual must be conscientious, and detail oriented with sound interpersonal skills.
- A valid driver's license and reliable transportation is necessary.
- Individual may have an equivalent combination of education and experience.
- The successful candidate must consent to a Criminal Record Check and Driver's Abstract.

Please Forward Cover Letter and Resume with any applicable attachments. Thank you to all that apply, however only those shortlisted will be contacted:

➤ **By Mail:**
Ts'kw'aylaxw First Nation
P.O Box 2200
Lillooet, BC
V0K1V0

➤ **By Walk-in:**
Ts'kw'aylaxw First Nations
Administration Office
(Located on Hwy. 99 North
on Pavilion Reserve
from 8:30am – 4pm Monday to

Friday except National Holiday

➤ **By Email to:**
Reception@tskwaylaxw.com