

## JOB POSTING

### Dease Lake Community Director

Reports to: **Executive Director and Dease Lake Community Funds**

Job Duration: Full-Time (3-month probationary period)

**Summary:** Tahltan Central Government is recruiting on behalf of the Dease Lake Community Fund for a Dease Lake Community Director to serve the community of Dease Lake, BC. The successful applicant will be required to live in Dease Lake. The position will be a community champion, primarily in place to help the community coordinate its recreational activities through community stakeholders by helping with fundraising, coordinating event dates with Tahltan Territory stakeholders, increasing growth opportunities in wellness for youth, and families. Champion community planning and help administer applications to the Dease Lake Funds Committee.

#### Responsibilities:

- Support an introduction to, or maintenance of Tahltan culture and values.
- Organize wellness opportunities and recreational events for Dease Lake youth, and families (workshops, dances, sports, outdoor activities).
- Community Planning: help community identify its priorities via planning process.
- Raise funds for Dease Lake community wellness or recreation initiatives (Grant writing, soliciting donations, etc.).
- Support local organizations that conduct recreation or wellness events by helping with coordination, organizing, implementing, and securing more resources where possible.
- Support an introduction to, or maintenance of Tahltan culture and values and ensuring these are foundational in all areas and partnerships.
- Where possible, participate in any Tahltan initiative regarding wellness, recreation, youth and families as the Dease Lake representative.
- Administer applications for the Dease Lake Community Funds Committee, prepare and ready the application for adjudication by the committee members.
- Provides strategic and operational supports to the development of Dease Lake community plans, processes, and delivery of programs and services ensuring

equitable distribution of resources across various sectors.

- Help advance Dease Lake's Community Plan by becoming engaged with the school district, BC Government, Funding agencies, and more influential stakeholders.
- Prepare reports for monitoring and evaluation, annual reports, and quarterly/monthly reports as requested.

### Qualifications and Requirements:

- Diploma or Degree in Administration preferred.
- Minimum of 2-years work experience in community development, administration, or equivalent required.
- Grade 12 completion or Equivalent.
- Minimum Valid Class 5 driver's license required.
- Demonstrate sufficient organizational, time management, communication, and leadership skills.
- Competent use of a computer, email software, social media mediums, and specifically the Microsoft Office programs.
- Knowledge of Tahltan issues, challenges, and delivery models would be an asset to this role.
- Travel may be required.

### Personal Attributes:

- Brings a 'can do' attitude that is team player but can work independently.
- Demonstrated leadership ability.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.

### Remuneration and Work Hours:

- Salary will be \$80,000 to \$100,000 a year, this will be further determined by the successful applicant's level of experience.
- Work hours will be 9 am to 5 pm, Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends.

**Work location:** The priority is for this position to be based in Dease Lake, British Columbia

**How to apply:** Please email your resume PDF file format to [hr@tahltn.org](mailto:hr@tahltn.org), with subject as **“Dease Lake Community Director Application, Attention Executive Director”**

**Deadline for Application:** Tuesday July 27, 2021

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).