

JOB POSTING

Employment & Business Director

Reports to: Chief Administrative Officer

Job Duration: Full-time

Summary: The duty of the Tahltan Central Governments Employment & Business position is to maximize Tahltan employment and business opportunities throughout the Tahltan Nation, for all TCG members. This position will communicate and advise Tahltan members about job and business opportunities available to them. Further, they will help facilitate the hiring process by connecting job seekers with possible employers, and entrepreneurs with possible contacts. Furthermore, the position will manage all employment & business opportunity set out in various agreements within Tahltan Territory including but not limited to Impact Benefit Agreements (IBCA's) and Opportunity agreements.

Responsibilities:

- Support the efforts of Project Advisory Committee (PAC) consistent with the IBCA agreements and implementation requirements.
- Manage and implement employment-related sections of the current IBCA and opportunity agreements to make sure companies are compliant with relevant sections in all aspects.
- Provide regular, consistent, and thorough reports to the CAO, Executive and other Committees, and Board on all matters pertaining to the department.
- Develop draft departmental and special project budgets for consideration by the Finance Committee and Board and once approved, implement them accordingly.
- Assist with developing a strategic plan for the Employment & Business department.
- Ensure the safe and efficient operations of the department and staff in a way consistent with Tahltan values and approved policies and procedures.
- Continuously seek opportunities to drive organizational improvements to the benefit of the Nation, collaboratively.

- Liaise with community, government, potential employers, job seekers, Tahltan Entrepreneurs, and TCG Staff on relevant matters.
- Help facilitate the hiring process between prospective Tahltan workers and businesses including but not limited to developing resumes and connecting Tahltan's with prospective companies.
- Collect and analyze data about the current employment & business conditions from companies working within Tahltan Territory and report same to the Leadership tables.
- Communicate and educate members on current employment & business conditions from companies working within Tahltan Territory.
- Communicate and educate Tahltan members on current and future job and entrepreneurial opportunities through TCG communication channels.
- Help resolve workplace issues with Tahltan members that have been treated unfairly at the workplace where conflict cannot be dealt with internally. This includes entrepreneurs working with opportunities in the IBCA.
- In collaboration with the CAO and Executive Committee, oversee the implementation of the Business Registry program and associated policy.
- Work with unions within Tahltan Territory to ensure collective bargaining agreements are consistent with Tahltan collective rights and are followed and implemented.
- Share the TCG Human Resources inventory with relevant companies to make sure they have access to prospective applicants.
- Keep all relative metrics on employment & business activities.
- Work with companies to strategize on how to fulfill employment commitments set out by prior agreements.
- Work with relevant TCG departments to set up annual events including but not limited to events such as Job Fair.

Qualifications and Requirements:

- Bachelor's degree in either Indigenous Governance, Business Administration, and/or Human Resources is required.
- A minimum of 5 years' related experience in business, mining, contract administration, human resources or related field is required. A combination of education and relevant experience may be considered.
- Demonstrable experience supervising and supporting the development of staff.
- Knowledge of Tahltan history, realities, opportunities, and challenges affecting

the nation will be considered a strong asset.

- Possession of a valid BC Driver's License with a satisfactory driving history.
- Ability to work effectively as part of a team.
- Ability and willingness to travel throughout Tahltan Territory for TCG business and events.
- Proficient in computer software including but not limited to Outlook, Teams, Zoom, Word, Excel, and Adobe.
- Strong communication skills with proficiency in developing written communications, reports, and the development and delivery of oral presentations.

Personal Skills & Attributes:

- Lead with integrity, through collaboration, and with high ethical standards.
- Strategic thinker with the ability to lead in a fast-paced environment.
- Strong problem solving and conflict resolution skills.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization including the Tahltan membership is essential.
- Knowledge of Tahltan culture and people.

Remuneration and Work Hours:

- Remuneration range is \$100,000.00 - \$120,000.00 depending on experience.
- Work hours will be 9am to 5pm Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends.
- Travel will be required.

Work location: It is preferred that the position be based in Tahltan Territory; however, remote work opportunity in BC will be considered.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahltan.org with subject as "**Employment & Business Director Application, Attention CAO**"

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact the Chief Administrative Officer at CAO@tahltan.org

Deadline for Application: May 17, 2024; minimum 2 weeks; or until filled.

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