



Tachet Community Lead

Employment Opportunity

Position Title:	Tachet Community Lead
Reports To:	Lake Babine Nation Chief Operating Officer
Hours:	35 hours per week
Wage:	\$35.58 - \$39.53 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	Tachet, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a motivated and self-starting individual to join our team as the Tachet Community Lead at LBN.

The Tachet Community Lead is responsible for planning and overseeing all administrative support and office services for the **Tachet Office**. This includes coordinating and communicating office activities, supervising employees of the Tachet community, liaising with Program Directors / Supervisors regarding program issues, supplies and stationery, health regulations, and assisting community members. The **Tachet Community Lead** will also be responsible for the safety requirements of the organization's facilities and assets.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Identify the needs of the community
- Develop and implement programs that address the needs of the community
- Supervise and work with staff to deliver services to community members
- Oversee and develop community and program budgets with the input from other staff and Lake Babine Administration when needed
- Work closely with members of the community, other communities when needed, Nation/government agencies and other organizations to foster partnerships and advocate for the rights and interests of the members
- Ensure the community and Nation's vision and goals are realized
- Ensuring the community and members' voice(s) are heard both within and outside the community



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MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- GED or university degree in Business Administration, or an acceptable combination of education and experience.
- Two years of direct work experience in an office management or facility management capacity.

Skills & Abilities

- Strong knowledge of accounting procedures involving procurement, travel, and budget management.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Strong knowledge of software systems, as well as Microsoft Office products, including Excel, Word, and PowerPoint.
- Able to maintain filing systems, databases, and basic diary/minutes management.
- Knowledge of local and federal regulations and ordinances.

Position-Specific Competencies

- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Engagement: Builds trusting relationships with youth and fosters a sense of belonging.
- Program Development: Designs and delivers engaging, culturally rooted programs.
- Leadership: Acts as a role model and mentor for young people.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN into youth programming.
- Excellent analytical and problem solving skills.
- Effective public relations and public speaking skills
- Stress management skills
- Ability to function independently yet collaboratively within a team;
- Time management skills
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.



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- Strong customer service orientation.
- Conducts and presents self in professional manner.
- Adheres to organization's security and confidentiality policies.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Working in an office setting independently and supervising other staff.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.