



## ECONOMIC DEVELOPMENT ASSISTANT

Supervisor: Economic Development Manager

Hours: Full-time, Permanent

### Job Summary

As the Economic Development Assistant, you will support multiple business and community development programs that contribute to the well-being and economic success of Saik'uz First Nation. In this role, you will advance the Nation's business interests by liaising with project proponents, conducting community engagements, and developing funding applications and reports. You'll also help connect members with entrepreneurial resources, supporting local business development and growth.

### Duties & Responsibilities

- Support program coordination by assisting with planning, advancing various objectives, and reporting on results.
- Act as a project and program liaison for major project proponents, industry partners, government agencies, and community members.
- Assist with projects and meetings by assembling materials, coordinating schedules, and facilitating document transactions.
- Perform various administrative tasks such as data management, report writing, and invoice processing.
- Conduct research around sectors, economic trends, and local markets to assist member entrepreneurs with their business concepts.
- Research and identify funding opportunities and assist in preparing funding applications and reports.
- Prepare briefing notes and reports summarizing project developments, community considerations, and engagement results.

## Qualifications & Skills

Required:

- A university degree in Public or Business Administration, Economics, Political Science, First Nations Studies, or a related field—or an equivalent combination of education and experience.
- Demonstrated experience in office settings or public service environments.
- Knowledge of financial administration, including budgeting and invoice management.
- Strong time-management skills and flexibility in shifting priorities.
- Clear, effective communicator—both verbally and non-verbally.
- Capable of working independently while also contributing to team success.
- Willingness to undergo a criminal record check.
- Valid BC driver's licence, reliable vehicle, and current driver's abstract.

Preferred:

- Experience coordinating events and community engagement activities.
- Understanding of Indigenous governance, economic development, and project engagement.
- Detail-oriented with a strong ability to follow direction.

## Salary & Benefits

- Wage: \$22–\$28 per hour, depending on experience
- Benefits: Medical and dental coverage (after 3-month probation), pension plan
- Paid leave: Vacation days, cultural days, and rotating Fridays during summer
- May be eligible for single-occupancy staff accommodation

To apply, submit your resume to [resume@saikuz.com](mailto:resume@saikuz.com) with the position title in the subject line or in-person at the Saik'uz First Nation Band Office, 135 Joseph Street, Saik'uz, BC, V0J 3A1.

We thank everyone for their interest;  
however, only those selected for an interview will be contacted.