



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

JOB POSTING

The Haisla Nation Council has an opening for the position of:

Proposal Writer

Reports to: Manager of Business Partnerships

Responsibilities:

- Write proposals for program managers, department coordinators, the Chief Administrative Officer and the Chief Executive Officer;
- Identify funding opportunities to add value to the organization;
- Build a database of funds and funding organizations to access for grants regarding cultural programs, training, education, capacity, infrastructure, community development and economic development.;
- Work with external partners where joint applications will benefit the Haisla Nation;
- Build budgets for proposal submissions and reporting to management.

Requirements/Qualifications:

- Grade 12 Education is mandatory (Post-Secondary education is preferred);
- Relative work experience with funding proposals with First Nations or other government organizations;
- Experience with MS Office;
- Ability to work under and perform with tight deadlines;
- Experience working with First Nations communities;
- Strong understanding of computer based technology;
- Organized work environment;
- Experience in developing reports and presentations;
- Ability to change focus based on demands;
- Self-motivated and driven individual.

Interested individuals should submit a cover letter (includes your contact information: phone, email, skype contact) and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure, Human Resources Manager
Haisla Nation Council

PO Box 1101
Kitimaat Village, BC
V0T 2B0
Fax (250) 632-2840

Email: humanresources@haisla.ca

Deadline for applications: Thursday, April 20, 2017, no later than 4:00 PM

We thank all applicants for their interest, however, only those short-listed will be contacted.