

EMPLOYMENT OPPORTUNITY
NEW VOICES PROGRAM MANAGER

April 11, 2023

Opportunity

We are seeking an employment and recruiting specialist to oversee the New Voices program.

New Voices Program

The New Voices Program is a program designed to align First Nations youth and those members that have not been predominantly involved in the workforce or are looking for a new career path with opportunities arising from economic development initiatives. There are various locations where the New Voices team will reach out to the community members, such as high schools, Cowichan Tribes, Universities, Yuthuy Thut, Hiiye'yu Lelum Society, Coast Salish Employment and Training and WorkBC.

Strategic Vision for Khowutzun Development Corporation

"A thriving community where our peoples are confident in their ability to achieve employment and careers, sustain healthy families, and develop successful businesses."

Mission Statement for Khowutzun Development Corporation

"Success and sustainability for Cowichan Tribes and its citizens."

Responsibilities include:

- Connect Khowutzun Development Corporation partner companies and citizen-owned businesses with government, and industry to create meaningful and long-term employment and career opportunities
- Liaise with partner companies and support community members to facilitate successful hiring and retention – including application workshops, job shadowing, and access to support
- Support co-op training, professional development, and work experience opportunities for community members, such as wage subsidy programs and summer programs, through institutional partnerships
- Collaborate with department managers, KDC partners, unions and the Construction Foundation on a regular basis and proactively identify future career opportunities
- Collaborate with Quw'ut'sun Employment and Training to align career opportunities with individuals looking for work
- Coordinate information sessions such as Lunch & Learns, and Job Fairs and training workshops
- Identify and address the barriers for employment – driver's license, daycare etc. and work with partners to remove those barriers



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DEVELOPMENT CORPORATION

- Prepare regular reports to the board of how many have successfully obtained employment through the New Voices programs by keeping up-to-date information on training and employment
- Design and implement the overall recruiting and retention strategy
- Build and manage the budget
- Source and attract candidates by using databases, social media, employee referrals etc.
- Meaningful engagement with all community members
- Create a program to strongly involve youth and other members who have been less involved
- Expand online presence, through the Khowutzun Development Corporation website and social media
- Keep citizens informed of events, dates, and times with reminders
- Follow up with community members and track ongoing employment and retention
- Communicate results using newsletters, pictures, summaries of outcome and success stories
- Create and deliver presentations throughout the community

Qualifications

- 2+ years' management experience, recruiting and employment training experience is an asset
- Budget development and management experience
- Strong communication skills including public speaking
- Experience working with First Nations
- Self-starter and independent worker
- Organized and detail oriented
- Microsoft Word, Excel
- An equivalent combination of training and experience will be considered

This position has a competitive salary that will be contingent upon experience and qualifications. Khowutzun Development Corporation offers a comprehensive benefit and pension plan available after successful completion of probationary period.

How to Apply: **Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who are Cowichan Tribes Citizens or of Indigenous Ancestry.** Submit a current resume, cover letter and three references. We thank all applicants in advance, but only shortlisted candidates will be contacted.

PO Box 967, 200 Cowichan Way, Duncan, BC, V9L 5J1

Email: resumes@khowutzun.com

Website: www.khowutzun.com