



# Community Operations Coordinator - Donald's Landing Job Posting

<b>Position Title:</b>	Community Operations Coordinator – Donald's Landing
<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$25.99 – \$38.98 per hour ( <i>commensurate with experience</i> )
<b>Start Date:</b>	ASAP
<b>Term:</b>	May - October 2025

*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 highly motivated and organized individual with administration and operations experience to join LBN for a term position as the Community Operations Coordinator for Donald's Landing. The Community Operations Coordinator (the "COC") will work under the direction of the Chief Operations Officer and Chief and Council to coordinate activities, events, and oversee operations and maintenance needs for the Donald's Landing community. The COC will act as a direct link between members and residents in Donald's Landing and the LBN office.

## **OVERVIEW OF DUTIES & RESPONSIBILITIES**

- Plan, coordinate, and evaluate community events and programs for Donald's Landing members and residents.
- Collaborate with Chief & Council, the Chief Operations Officer, Elders, and Knowledge keepers to support regular operations in Donald's Landing.
- Develop and maintain a seasonal community calendar, coordinating logistics like event dates, facilitators, venues, materials, budget, etc.
- Develop an annual budget for Donald's Landing programs and operations.
- Assist members and residents to access services in the community.
- Monitor program and event participation, collect feedback, and report on outcomes.
- Complete regular reports for LBN Executives and Chief and Council.
- Oversee operations and maintenance needs in the community, including renovations, housing, public works, etc.
- Develop reports and budgets to support Donald's Landing operations and maintenance for the year.



# Community Operations Coordinator - Donald's Landing Job Posting

## QUALIFICATIONS

### Education, Experience, Certifications, Training

- Post-secondary education in a relevant field (business administration, community engagement, etc.) is an asset.
- Minimum of two (2) years of administration experience, preferably in a community setting.
- Experience with and knowledge of community operations and maintenance needs.
- Experience working in or with remote First Nations communities.

### Experience, Skills, Abilities

- Strong understanding of Indigenous culture, values, and community dynamics.
- Demonstrated organizational and project management skills.
- Excellent written and verbal communication skills.
- Ability to work effectively individually as well as part of a broader team.
- The ability to speak and understand the Carrier language is an asset.
- Experience with Microsoft Office, email, and basic digital communication tools.

## EMPLOYMENT REQUIREMENTS & CONDITIONS

### Job Requirements

- Valid Class 5 B.C. Driver's License with use of a reliable, personal vehicle.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.
- Flexibility to travel between LBN offices.

### Working Conditions

- Travel to LBN offices may be required.
- Potential to work overtime, weekend, and/or evening hours.

## Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to [hr@lakebabine.com](mailto: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.