



# Okanagan Nation Alliance

# 101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3J6  
Phone (250) 707-0095 Fax (250)707-0166 [www.sylx.org](http://www.sylx.org)

---

## EMPLOYMENT OPPORTUNITY

### Business Development Support Specialist

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Colville Confederated Tribes of the Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

#### **SCOPE:**

Applications are invited for this dynamic, fulfilling full-time position of Business Development Support Specialist that provides a unique opportunity to apply transferable knowledge, skills and experience for exponential career growth. The successful candidate will work directly with the Sylx member communities, the Nation, BC Hydro and key external Industry and Business contractors to support partnerships, joint ventures that enhance the uptake of Sylx Nation community owned businesses within BC Hydro's direct award business commitments, procurement contracts and other competitive bid work opportunities. The position is extensive and the position functions as subject expert, coordinates implementation plans, addresses challenges, develops innovative resolutions, manages and coordinates communications and technical support with member communities.

#### **KEY DUTIES AND RESPONSIBILITIES:**

This full time position is responsible for on-going success and results driven Okanagan Nation Energy Executive Committee (EEC) mandate and will report daily to the ONA Natural Resources Manager under the ultimate supervision of the ONA Executive Director.

- Surveys and quantifies Okanagan Nation community and individual businesses and skills related to BC Hydro opportunities,
- Reviews procurement and contracting plans, work scopes, specifications and draft RFP/RFT documents from pre-award contract management perspectives,
- Actively engages with Okanagan Nation based businesses to understand experience levels and qualifications,
- Applies developmental and capacity building support to ensure businesses have gained what is needed to work with BC Hydro and its suppliers within the context of BC Hydro's capital plan and regular operations,

- Assesses the priorities of Nation or Band specific business development plans as needed including the creation of realistic timelines for businesses to become qualified for BC Hydro work and other employment opportunities,
- Facilitates and fosters cooperative internal arrangements between existing and complementary community businesses and individuals necessary for business bid success.
- Provides appropriate levels of Technical support and relevant information for Okanagan Nation businesses and internal stakeholders to increase Okanagan Nation involvement in BC Hydro projects.
- Supports ONA businesses through the bid proposal phase to maximize direct award success and be familiar with the BCH 10 year capital plan to develop a roadmap for future procurement and business opportunities for the Nation.
- Co-develops an annual ONA Communications plan to ensure timely information delivery, and to ensure policies and procedures as well as business indicators including business metrics are understood and clarified across the Nation.
- Constantly identifies new business opportunities, markets and related business partnerships.
- Liaison and coordinate with other Syilx Community based initiatives that promotes and supports increased Youth participation in all aspects of career, employment and business endeavors and pursuits.

### **Qualifications and Experience**

- Bachelor Degree in Business, Planning, Social Sciences, Communications, Aboriginal studies or other applicable fields of study, with a minimum of 10 years applicable experience. A Masters of Business Administration or a relevant Masters level degree will be considered an asset.
- Experience coordinating large and numerous business initiatives and projects, presenting workshops, project management that include preparation of reports and compilation of budgets, with on-budget on-time project delivery.
- Knowledge of Indigenous Culture, natural resource based organizations and service providers within the Syilx Okanagan Nation Territory.
- Well-developed conflict resolution, interpersonal and advocacy skills and experience in group process and facilitation techniques.
- Demonstrated ability to analyze the competitive business environment with an ability to negotiate lasting business relationships and to sell business ideas.
- Flexible work hours/willingness to work on evenings and weekends.
- A valid driver's license required.
- Preference will be given to qualified applicants of Aboriginal ancestry.

**Hours:** Full Time 40 hours per week, with flexible work hours (e.g. some evenings and weekends). A market related salary, pension and benefits package is attached to this position.

**Application Procedures:** Interested candidates are invited to send a current resume and covering letter to:

**David Leroux, Human Resources Manager**

Okanagan Nation Alliance  
# 101- 3535 Old Okanagan Hwy  
Westbank, BC V4T 3L7

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**Competition closes Friday, February 28, 2020 at 4.30 p.m.**

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

