

**Malahat Nation**

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ECONOMIC DEVELOPMENT COORDINATOR

REPORTS TO	Economic Development Program Lead	START	November 2025
COMPENSATION	\$66,028.73 - \$68,009.59 per annum (NEE: 18) to \$71,835.10 – \$73,990.16 per annum (NEE: 21) <i>* the above rates subject to education and / or experience or a combination of both.</i>	STATUS	1 - Fulltime Permanent 35-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is seeking a dedicated and hard-working Economic Development Coordinator with experience working with Indigenous communities in economic development to join our Economic Development team. We are looking for fun, energetic, dependable and organized staff with a commitment to culturally safe, community-led initiatives that reflects Malahat values and Coast Salish teachings. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Under the supervision of the Program Lead, and in collaboration with the Malahat Nation Economic Development team, the successful applicant will coordinate closely on projects involving Malahat Nation and its partners. This work will include participation in ongoing development projects including but not limited to the Malahat Business Park, Malahat Fuels and other development initiatives such as Renewable Energy projects. *This position is a fulltime permanent position, based in the office, with possibility of a hybrid working arrangement. Occasional travel may be required.*

RESPONSIBILITIES:

- Support the Economic Development Program Lead in the coordination of current and future Malahat Nation business projects
- Work collaboratively with the Financial Analyst and Economic Development Program Lead to ensure that Malahat Nation Economic Development initiatives are effectively coordinated, aligned with community priorities and contribute to long-term sustainability goals
- Coordinate community events to provide updates on Malahat Nation current and future economic development initiatives and employment opportunities
- Participate in conferences, events and tradeshows to promote awareness of Indigenous Economic Development and our programs and services
- Provide advice and information to support pathfinding on other programs and services throughout various ministries and government levels that support Indigenous Economic Development activities and potential funding
- In collaboration with the Program Lead and Director of Economic Development, monitor an assigned portfolio of grants through their duration to ensure that funding and project agreements and deliverables are met
- Monitor and report to the Program Lead and Director of Economic Development on the progress of the projects, providing guidance and assistance as needed to maintain project integrity
- Monitor emerging issues and trends (within or across communities) through liaison and project monitoring and prepare reports as needed
- Work collaboratively with the Economic Development team on establishing funding resourcing targets to achieve strategic priorities
- Research issues and prepare reports and recommendations to support the Team Leads and Director's engagement on strategic initiatives
- Support the development and submission of funding applications related to Malahat Nation business partnerships in collaboration with the Program Lead and Director of Economic Development
- Collect, maintain and report on project data within established monitoring programs with limited direction
- Develop informational materials on ongoing projects and development initiatives for local First Nations, crown representatives and stakeholders
- In the absence of the Program Lead, provide supervision and training to junior staff
- Maintain a practical understanding of current project budgets and funding reporting requirements. Identify training upgrade requirements when necessary.
- Integrate Malahat traditional knowledge, community feedback, and community needs into economic ventures
- Build capacity through attending meetings and training that will increase job-related knowledge and experience
- Other job-related duties as assigned

REQUIRED EDUCATION & EXPERIENCE:

- Bachelors Degree or Diploma in Economic Development and Resources or related field and / or an equivalent combination of education, and experience
- Minimum two (2) years experience working in an admin or office setting
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- First Aid certification is beneficial

OTHER EDUCATION AND EXPERIENCE:

- Five (5) years experience working in an admin or office setting is an asset
- A genuine respect for Indigenous cultures and practices, with an openness to learning and engaging with Indigenous communities is an asset
- Experience in project coordination preferably in an Indigenous context is an asset
- Grant writing and budget management experience is an asset

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational skills with the ability to follow direction
- Strong written, oral, and interpersonal communication skills
- Time management with the ability to multitask different tasks simultaneously
- Proficient computer skills, including Microsoft Office (Microsoft Word, PowerPoint and Excel), email and using handheld devices
- Willingness to learn and develop new skills
- Dependable, motivated and demonstrates a strong work ethic
- Experience working in a professional workplace, demonstrates initiative and being an effective member of a team
- Demonstrates a strong commitment in contributing to the long-term health of Malahat Nation economic pursuits

Interested applicants are invited to submit a current resume, a detailed cover letter and three references.

Please reference the 'Job Title' in the 'Subject Line'.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.