



## Malahat Nation

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## ECONOMIC DEVELOPMENT PROGRAM LEAD

**REPORTS TO** Director of Economic Development

**START** November 2025

**COMPENSATION** \$78,334.85 to \$80,684.89 per annum (NEE: 24) to  
\$85,545.63 to \$88,112.00 per annum (NEE: 27)

**STATUS** 1 – Fulltime Permanent  
35-hours per week

- the above rates are subject to education, experience,  
and/or a combination of both.

*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 Program Lead 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:** Reporting to the Director of Economic Development, the Economic Development Program Lead will seek, implement, and manage a diverse range of economic development initiatives. This role will progress responsible land development and industry-leading partnerships in the pursuit of economic self-sufficiency for Malahat Nation. The Economic Development Department is committed to creating growth and prosperity for current and future generations of Malahat Members while establishing Malahat as a leader in economic development and innovation. This position is a fulltime permanent position, based in the office, with the possibility of a hybrid working arrangement. Occasional travel may be required.

### RESPONSIBILITIES:

- Apply a creative and responsible approach to land development that aligns businesses and projects in Malahat Territory with the values and priorities of the Malahat community
- Work collaboratively with project managers, engineers, and specialized professionals as part of a multidisciplinary team delivering major land development projects
- Under the direction of the Director of Economic Development and senior leadership implement and refine business strategies
- Assess risks and liabilities for projects and recommend practical mitigation strategies
- Contribute to transparent and appropriate engagement with the Malahat community regarding business operations and project planning
- Represent Malahat to external parties, including but not limited to government, business partners, tenants, and prospective collaborators
- Collaborate with the department's Financial Analyst to efficiently organize and present financial information to decision-makers
- Support Chief and Council and the boards of Malahat Nation companies through collaboration with the Director of Economic Development, preparing and delivering clear, actionable briefings
- In collaboration with the Director of Economic Development and Human Resources assist in the hiring process for Economic Development staff
- Direct, supervise, monitor, and evaluate performance of employees and discipline where necessary in accordance with the Human Resources Policy
- Oversee the financial and human resource management aspects of managed projects in alignment with Financial Administrative Law (FAL) and Malahat Nation law and policy
- Oversee departmental administration, reporting, and operational processes
- Assist in the implementation of relevant Strategic and Operational Plans, (e.g., Strategic Plan, Land Use Plan, Community Energy Plan, Environmental Management Plan)
- Assist in the development and administration of partnerships, joint ventures, wholly owned companies, and other business entities
- Identify and apply for grants, contribution funding, and other financing to support economic initiatives in Malahat territory
- Track, evaluate, and report on progress and key performance indicators for economic development initiatives
- Develop and propose sustainable development solutions that prioritize environmental stewardship and community benefit across Malahat territory
- Organize and lead collaborative initiatives with Malahat departments, government agencies, businesses, neighboring Indigenous Nations, and the public

- Manage project budgets and report regularly on the financial progress of economic development pursuits, contribution agreements, and capacity funding
- Other duties as assigned

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or Diploma in Business Administration, Commerce, Economics, or a related field, and / or an equivalent combination of education and experience is required
- Five (5) years' relevant professional work experience
- Experience in planning and coordinating projects using project management principles and tools
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required

**OTHER EDUCATION AND EXPERIENCE:**

- Master's Degree in Business Administration, Commerce, Economics, or a related field is considered an asset
- Experience in Project Management. Certification such as PMP or CAPM is an asset
- Experience working in an Indigenous community and a willingness to learn about Malahat culture, customs, and traditions is an asset

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated experience with presenting to senior staff or executives and other parties (i.e., local, provincial or federal government, industry, and Indigenous nations)
- Demonstrated experience successfully managing multiple work priorities under pressure and within timeline constraints
- Demonstrated ability to work in a professional workplace as an effective member of a team
- Demonstrated skill in the identification and evaluation of information required to support decision-making processes
- Demonstrated written, oral, and interpersonal communication skills
- Demonstrated working knowledge of building design, engineering and construction processes
- Demonstrated knowledge of Microsoft Office Suite and related programs
- Understanding and knowledge of Indigenous and Coast Salish history and willingness to learn about Malahat culture, customs, and traditions

**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](mailto:careers@malahatnation.com)  
**WEBSITE:** <https://malahatnation.com/jobs/>  
**DEADLINE: Recruitment Open Until Position Filled.**