OLD MASSETT VILLAGE COUNCIL
P.O. BOX 189, OLD MASSETT,
HAIDA GWAII, V0T 1M0
TEL: (250) 626-3337 • FAX: (250) 626 5440
TOLL FREE: 1-888-378-4422

Economic Development

Job Title: Natural Resource Development Manager
Hours: 35/wk
Term: 2 Years
Salary: $43.28

Who we are:
The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 27 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

Position:
The Natural Resource Manager is accountable for the development and implementation of plans to both protect and increase Old Massett's opportunities for revenue generation through existing and new initiatives. The Manager leads natural resources planning and activities. This role works closely with the Economic Development manager, the Ec Dev Staff, internal and external stakeholders in support of economic activities for Old Massett. The NR Manager must compile and provide records and documents to the relevant governments and agencies and ensure all business and operations are conducted in a responsible and ethical way.

Reporting Relationship
The Natural Resource Manager reports directly to the Chief Administrative Officer, and works closely with the Economic Development Management team, OMVC staff, and the committee.

Qualifications:
- Post-secondary education in business, environmental science, lands and natural resources, project management, or other related field is preferred.
- Minimum of 3-5 years of prior management and related experience, ideally in a management role within a First Nations organization, with responsibility for the following areas: Planning, Economic development, Natural resources management, Program management, delivery and evaluation

Knowledge, Skills, and Abilities:

- Knowledge of relevant legislation, policies, and procedures relating to First Nations administration.
- Ability to develop clear resource development strategies and plans and manage resources, including people, materials, assets, and money, to achieve desired goals.
- Good knowledge of environmental concerns and land management practices and how best to balance with economic development opportunities.
- Business acumen including good negotiation and facilitation skills.
- Strong team leadership and management skills with demonstrated ability to coach and mentor others to build skills and capacity.
- Good financial and operations management skills.
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective written and oral communications skills including use of software applications such as MS products.
- Possess cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the Community.

Primary Responsibilities

- Support development of organizational strategic and operational plans under the direction of the Band Manager and Chief and Council.
- Develop a resource development strategy and plans for the department.
- Develop Strategic Training Plans in partnership with Tricorp, the Community, and other partners.
- Ensure the strategy is developed into departmental operational and work plans.
- Monitor implementation and progress of all plan activities and provide consistent reports.
- Direct and support in-depth research and studies of new or potential initiatives, expansions or diversifications of business industry, lands and resources and marketing operations.
- Develop business plans in conjunction with interested parties and support preparation of detailed estimates.
- Ensure that all department operations are conducted within relevant legislation, policies, and procedures.
- Develop and manage relationships, agreements and partnerships with applicable government and private agencies and departments and submit reports to applicable government departments or agencies as required.
- Manage the departments' infrastructure and assets including supervision of equipment and facility use and maintenance.
- Provide input into policies, procedures and bylaws.
- Ensure filing and record keeping systems are established and maintained.
- Identify risks and develop mitigation plans.

- Monitor and manage departmental finances, working closely with Finance Department personnel.
- Maintain up to date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Band financial policies and procedures.
- Participate in the preparation of the departments' budget for Band operations.
- Provide required data to inform monthly and quarterly financial statements and reports and review the reports for accuracy and completeness.
- Ensure established internal financial controls are understood and followed
- Monitor departmental purchasing, tendering and other financial transactions per defined procedures.
- Prepare materials and reports as requested by the Band Manager and in support of Band Council operations.
- Attend and participate in various business meetings, seminars, conferences and other related functions to promote the Nation's advantages, and to provide action plans and recommendations resulting from these meetings.
- Represent the Band at local, regional, provincial or other meetings as required.
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Band Manager or Chief and Council.

Other Requirements:

- Professional appearance.
- Follow all Old Massett Policies and Procedures and display a commitment to the values and culture of the Old Massett Village Council.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager or Chief and Council.
- Valid Drivers' License

Application Deadline: December 18, 2026 **4pm**

How to Apply: Please submit cover letter and resume to reception@omvc.ca or in-person at the Band Office.
Subject line must read: NATURAL RESOURCE MANAGER POSTING

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Only applicants to be interviewed will be contacted
Haw'aa