



# Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0  
(p) 306-696-2520 | (f) 306-696-2767

## Employment Opportunity

**POSITION:** Community Development Officer – REPOST

**CLASSIFICATION:** Permanent Full -Time

**WAGE:** Based on Cowessess Salary Grid

**DEPARTMENT:** LittleChild Community Development Inc.

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### JOB SUMMARY:

The Community Development Officer (CDO) shall report to the Chairman of the Board of Directors with overall accountability to the Board of Directors of Little Child Community Development. (LCCD). The CDO will be responsible for the coordination and management of the day-to-day operations of LittleChild Community Development Inc. This would include the overall management of all projects and initiatives to support successful marketing and venture activities in advancing the goals and mission of the Corporation. Key functions include, but are not limited to, building capacity within the community playing a lead role in organizing all gaming activities such as Bingo and Chase the Ace, report submissions, inventory management, scheduling of staff and volunteers. The CDO will also be responsible for: planning, organizing, directing and evaluating of processes necessary to disburse funds allocated by the LCCD Board from all sources; responsible for preparation of all reports, knowledge of Indian Gaming Regulators (IGR) processes and reporting requirements; facilitate and encourage community engagements; responsible for organizing and ensuring the efficient operation of weekly gaming activities and within compliance with internal controls as per policy and procedures; LCCD administration duties; responsible for inventory and controls for bingo supplies, hall and organizing and maintaining an efficient records management system; responsible to perform other duties as may be assigned by the Board from time to time.

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### QUALIFICATIONS:

- ✓ Diploma in Business Administration or a related field will be an asset.
- ✓ Minimum of two (2) years of relevant experience and willingness to train.
- ✓ Minimum of two (2) years of office management and/or supervisor experience
- ✓ Sound knowledge of computer operating systems and software programs
- ✓ Knowledgeable in Financial reporting and ability to interpret Financial Statements for presentation to the Board.
- ✓ Experience with cash controls, cash operations and loss prevention.
- ✓ Strong organizational skills with excellent time managements practices
- ✓ Excellent interpersonal skills with strong communication skills in both written and oral formats
- ✓ Must possess a valid driver's license and reliable transportation.
- ✓ Experience in budget submissions, report writing, proposal writing.
- ✓ Must be familiar with gaming regulations

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### ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

**Deadline to Apply: June 24, 2024**

Please send applications to:

[Human.resources@cowessessfn.com](mailto:Human.resources@cowessessfn.com)

We thank all applicants however, only those short listed for interviews will be contacted. For more information, please contact Human Resources at: (306) 696-2520 or [human.resources@cowessessfn.com](mailto:human.resources@cowessessfn.com)