

# *Hagwilget Village Council*

P.O Box 460

New Hazelton, B.C V0J 2J0

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## EMPLOYMENT OPPORTUNITY

### Director of Special Projects

**About the Role** Hagwilget Special Projects is seeking a dynamic **Director of Special Projects** to launch and lead community programs serving Hagwilget members. Working closely with Hagwilget Village Council (HVC) staff and leadership, the Director will build internal systems, manage diverse initiatives, and lead a growing team. This is a unique opportunity to shape services from the ground up, strengthen community ties, and make lasting impact.

#### Key Responsibilities

- Lead and manage new initiatives and services
- Support governance and board functions
- Oversee program strategy, development, and evaluation
- Manage budgets, funding, and financial planning
- Foster community relationships and external partnerships
- Guide HR, risk management, and organizational policies
- Lead team-building and contractor oversight
- Promote advocacy and effective communication

#### Ideal Candidate Profile

- **Indigenous knowledge:** Deep understanding of Gitxsan/Wet'suwet'en (preferred) or similar First Nations cultures.
- **Education:** Degree/diploma in social work, public policy, administration, HR, or similar (postgraduate degree an asset; experience may substitute for formal education)
- Proven leadership in community-focused projects and team development
- Skilled in strategic planning, financial oversight, and stakeholder engagement

#### Salary & Benefits

- **Salary:** \$85,000–\$100,000/year (based on experience and qualifications)
- **Benefits:** Health insurance, paid vacation, professional development, and more

#### To Apply

- **Deadline:** July 31, 2025
- **Full description:** Request via email at [gretchen@hagwilget.com](mailto:gretchen@hagwilget.com)
- **Submit:** Resume, cover letter, and supporting documents to [gretchen@hagwilget.com](mailto:gretchen@hagwilget.com)