

Little Child Community Development Board Inc

EMPLOYMENT OPPORTUNITY

Little Child Community Development Board is seeking a motivated and enthusiastic team player to deliver services as mandated by the Board

Position:	Community Development Officer
Classification:	Permanent Full-time

The Community Development Officer shall report to the Chairman with overall accountability to the Board of Directors of Little Child Community Development Board (the Board). This individual will be responsible for the coordination and management of the day-to-day operations of the Community Development Board. This would include the overall management of all bingo activities, report submissions, inventory management, scheduling of staff and volunteers. Without restricting the generality, the Community Development Officer shall be responsible for the following duties:

- Responsible for the planning, organizing, directing and evaluating of processes necessary to disburse funds allocated to the Little Child Community Development Board from all sources;
- Responsible for organizing and ensuring the efficient operation of weekly bingo activities and ensuring compliance with internal controls as per policy and procedures as established by the Board;

Qualifications & Knowledge:

- ❖ Diploma in Business Administration or a related field with at least two (2) years of relevant experience;
- ❖ Minimum two (2) years of office management and/or supervisory experience;
- ❖ Sound knowledge of computer operating systems and software programs;
- ❖ Knowledgeable in Financial reporting and ability to read and interpret Financial Statements for presentation to the Board;
- ❖ knowledge of Indian Gaming Regulators processes and reporting requirements would be a definite asset;
- ❖ Experience with cash controls, cash operations and loss prevention would be a definite asset;
- ❖ Strong organizational skills with excellent time management practices;
- ❖ Excellent interpersonal skills with strong communication skills in both written and oral formats;
- ❖ Possess a valid Drivers' license and reliable transportation;
- ❖ Provide three (3) written references along with current criminal records check;

Please submit applications by May 22, 2019 @ 4:00 pm

Little Child Community Development Board
PO Box 100
COWESSESS, SK S0G 5L0
Fax: 306.696.2767 E-mail: littlechild.cdb@cowessessfn.com

Please mark documents "Personal & Confidential"

Only those granted an interview will be contacted