

Little Child Community Development Inc.

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

Position:	Community Development Officer
Classification:	Permanent Full-time
Deadline to Apply:	January 21, 2022
Rate of Pay:	\$45,000 - \$50,000 per annum

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 the Little Child 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 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. Without restricting the generality of the foregoing, the Community Development Officer shall be responsible for the following general and specific duties:

Roles & Responsibilities:

- Responsible for the planning, organizing, directing and evaluating of processes necessary to disburse funds allocated to the Little Child Community Development Board Inc. from all sources;
- Act as a catalyst to stimulate and support the development of community groups and organizations;
- Responsible for the preparation of all reports, including Reports to the LCCD Board, external funding agencies and all financial reporting requirements;
- Knowledge of Indian Gaming Regulators processes and reporting requirements would be a definite asset.
- Facilitate and encourage community engagement regarding responses to various consultations and policy documents
- Responsible for organizing and ensuring the efficient operation of weekly gaming activities and ensuring compliance with internal controls as per policy and procedures as established by the LCCD Board;
- Responsible for planning and coordination of office infrastructure requirements including requirements for office space, equipment, supplies, computers, filing systems, telephones, office machines, etc.
- Responsible for developing and implementing necessary forms required to administer the finances and operations of the LCCD Inc. which includes but not limited to, applications,

requisitions, purchase orders, expense forms, and any other forms as approved and adopted by LCCD Board;

- Ensure that a clean and safe environment is maintained as per occupational health and safety standards and ensure that there is a high level of customer service to all patrons;
- Responsible for inventory and controls for bingo supplies, paper supplies, hall supplies, cleaning supplies, etc.
- Responsible for organizing and maintaining an efficient records management system that will ensure confidentiality and compliance of the retention of records and provide a corporate memory of the Board; this shall include both physical and electronic versions of records management.
- Plan and implement initiatives supporting the community's long-term viability
- Attend Staff meetings, Operational Services Team meetings and community engagement sessions.
- Always present a positive, professional image of Supporting Communities to statutory, voluntary and community sector organizations, funders, elected representatives etc.
- Responsible for the preparation and presentation of regular written reports relating to the management, operation and administration of the Community Development Board; Strong capacity for analysis of complex issues and delivery of strategic advice and recommendations to the Board and Chairman
- Responsible to perform other such related duties as may be assigned by the Board from time to time.

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;

Send Resumes attention to:

Littlechild Community Development Inc

PO Box 100

Cowessess, SK S0G 5L0 OR Via email to careers@cowessessfn.com