



DEISLEEN DEVELOPMENT CORPORATION (DDC)

is inviting applications for the position of
General Manager

Employment Opportunity

Full-Time

The DDC is a not-for-profit community development agency directed by its Board of Directors and this position is located in Teslin. DDC's mandate is to create a positive environment for socio-economic and provides services to the community of Teslin and surrounding area in new community development prospects, assisting in business development opportunities, and setting up, administering and managing community development projects and initiatives to generate employment. In conducting its work, DDC is guided by 4 key elements of sustainable community development, to be: socially responsible, ecologically sensitive, culturally respectful, and economically viable.

Main Duties

Under the direction of the Board, the General Manager will:

- 1. Continue to establish the Offices of the Deisleen Development Corporation (DDC)**
- 2. Manage the financial operation of the DDC**
- 3. Integrate business development with capacity development in the Teslin and surrounding area**
- 4. Direct the staff of the DDC on an ongoing basis**
- 5. Undertake public relations, marketing and promotion activities to ensure that Teslin area is profiled as a viable place to invest and establish new businesses**

Education

- a. Degree in Commerce, Business Administration or other related discipline and extensive management experience at a senior level of responsibility or equivalent combination of education and experience;
- b. Knowledge of the Teslin Tlingit First Nation and its Citizens;
- c. Knowledge of the economic issues facing Teslin and area residents;
- d. Knowledge of and the ability to apply management principles, practices and techniques;
- e. Strong leadership and supervision skills;
- f. Strong decision making and creative problem solving skills;
- g. Strong communication skills both oral and written, including presentation skills;
- h. Ability to motivate a team of professionals;
- i. Ability to read and interpret financial statements;
- j. Ability to research and create business plans and funding proposals;

Clean criminal records check

Practical Skills and Knowledge:

- Understands the responsibility to the Board of Directors in meeting established goals and objectives within the authority delegated to the position;
- Requires specific knowledge of the business development field and of emerging issues;
- Continually exhibits leadership, vision and integrity;
- Results-oriented, self-motivated, and dedicated.

Conditions of Employment

- Provide Criminal Records Check
- Must be willing to work flexible hours
- Neat and presentable personal appearance
- Class 5 Yukon Driver's License

Please request a detailed job description in writing.

**To apply, please submit a cover letter and resume to
Electronically to: James Smarch at James.smarch@ttc-teslin.com
If you have any Questions or require further information, please do
Not hesitate to contact**

James Smarch at 867-390-2532 ext 315 or the email above

Closing Date: Friday, November 12, 2021

****no later than 4:00 pm****
