



# Penticton Indian Band

841

Westhills Drive,

Penticton, British Columbia

Canada V2A 0E8

Telephone: 250-493-0048

June 23, 2026

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Economic Development Coordinator</b>	<b>Pay Rate:</b>	\$24.75 – 40.50 (based on credentials and experience)
<b>Department:</b>	Economic Development	<b>Classification:</b>	6/Coordination
<b>Status:</b>	Full Time/ Permanent	<b>Responds To:</b>	Economic Development Manager
<b>Location:</b>	PIB Administration Offices, 841 Westhills Drive Penticton BC, V2A 6J7		
<b>Closing Date:</b>	July 7 <sup>th</sup> , 2026		

### Job Summary:

Reporting to the Economic Development Manager, the Economic Development Coordinator provides essential operational and administrative support to advance the Penticton Indian Band’s economic development goals. The Economic Development Coordinator assists with project coordination, research, funding applications, stakeholder engagement, and reporting functions. Working closely with the Economic Development Manager, Band leadership, community members, and external partners, the coordinator helps translate strategic initiatives into actionable tasks. This position balances analytical support with community-facing outreach, contributing directly to sustainable revenue generation, business development support, and the Band’s long-term economic resilience

### Core Competencies:

- Project Coordination
- Stakeholder Engagement
- Administrative & Organizational Support
- Research and Analysis
- Community Outreach
- Effective Communication
- Grant and Funding Application Support
- Report Writing & Data Management
- Problem Solving & Initiative

## **Duties/Responsibilities:**

### **Job Responsibilities and Work Performed**

- Support the Economic Development Manager in coordinating day-to-day activities across multiple economic development projects, ensuring timelines, deliverables, and budgets are tracked.
- Assist in the implementation of approved economic initiatives, including business start-up support, funding programs, and partnership projects.
- Maintain project files, schedules, and action logs, and provide regular status updates to the Manager.
- Conduct research and gather data to support feasibility studies, business cases, and market analyses for potential economic opportunities.
- Assist in identifying and evaluating new revenue streams, including green energy and sustainable development options.
- Research available grants and funding programs from federal, provincial, and other sources; help prepare application packages, gather supporting documents, and track submission deadlines.
- Support post-award reporting requirements, including gathering financial and activity data for funders.
- Help coordinate community engagement sessions, workshops, and events that promote entrepreneurial skills and business resources.
- Serve as a point of contact for community members seeking basic information on business planning, funding, or economic development services.
- Assist in building and maintaining relationships with local businesses, government agencies, and external partners under the direction of the Manager.
- Represent the Band at meetings, networking events, and information sessions as requested.
- Assist in compiling, analyzing, and preparing independent reports and presentations for leadership on project progress, outcomes, and metrics.
- Monitor and help report on the performance of Band-owned or Band-supported businesses, as directed.
- Develop and maintain simple tracking tools (e.g., spreadsheets, dashboards) to measure the success of economic initiatives, including job creation, revenue, and community participation.
- Support the Manager in drafting policies, frameworks, and briefing notes related to economic growth.
- Proactively seek opportunities to expand project management, economic analysis, and community engagement skills.
- Collaborate with other Band departments (e.g., administration, lands, housing) as needed to support integrated economic development.
- Perform other related duties as assigned by the Economic Development Manager.

## **Qualifications/Requirements:**

## **Minimum Academic/Educational Requirements**

- High school diploma or equivalent (Grade 12)

## **Other Certification, Licenses, Designations and/or Training**

- Project Management Certificate or basic project coordination training.
- Grant Writing or Funding Application certificate/training.
- Data Management or Microsoft Excel training (dashboards, tracking tools).
- Valid Class 5 Driver's License
- Indigenous Cultural Awareness or First Nations community engagement training.

## **Minimum Level of Experience**

- 1-3 years of relevant work experience is required in one or more of the following areas: administrative, operational, or project coordination support; research, data gathering, and report writing
- Experience working with or within an Indigenous community, First Nations Band, or tribal council is highly preferred.

## **Assets:**

- Post-secondary education (diploma, certificate, or degree) in Business Administration, Economics, Community Development, Indigenous Studies, Public Administration, or a related field.
- Economic Development certifications (e.g., EC. D.)

## **Working Conditions:**

- Work is performed both in a standard office environment and in community-facing settings, requiring regular outreach with Band leadership, community members, and external partners
- Role demands occasional evening or weekend work to accommodate community meetings, stakeholder engagements, or project deadlines, balancing analytical tasks with active outreach
- Position involves managing multiple, concurrent projects (funding applications, reporting, business development support) with shifting priorities and tight deadlines
- Periodic local travel within Band territory and potentially to external partner or funder locations for meetings, site visits, or stakeholder consultations
- Significant time spent on research, grant writing, data analysis, and reporting, requiring sustained focus and attention to detail in a desk-based setting alongside interactive community duties

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

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The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager  
Penticton Indian Band**

**Mail:** 841 Westhills Drive **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8 **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*