

## Indigenous Court Business Plan Writer Expression of Interest

To be successful as an Indigenous Sentencing Court business plan writer, you should be articulate, have excellent written communication skills, and be able to work under pressure to meet demanding deadlines. A business plan writer should be consistent, detail-oriented, and able to write in a factual, convincing manner. The business plan writer will produce a business case in order to establish an Indigenous Sentencing court in Terrace, BC.

### **Responsibilities:**

- Researching, writing, and organizing information in a professional and credible manner.
- Conducting interviews with Indigenous Elders and Indigenous leaders.
- Reviewing Indigenous Court services.
- Creating strategies for convincing others to take appropriate action.
- Attending meetings to obtain information for the business plan.
- Prioritizing responsibilities to meet deadlines.
- Editing and revising the business plan according to feedback.
- Maintaining consistency in writing by following the working committee instructions
- Create graphics and visuals for projects.
- Giving presentations to key stakeholders.

### **Requirements:**

- A Bachelor's degree in journalism, communications, English, or related field.
- Excellent understanding of local Indigenous culture and laws.
- Previous experience in business plan writing would be advantageous.
- Strong working knowledge of word processing software.
- Excellent computer and organizational skills, as well as attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Ability to meet deadlines.
- Good strategic planning abilities.
- Understanding of Indigenous Sentencing courts would be an asset.

Pay per hour: \$30-\$40 dependent of education and experience

Part-Time for 1 year

How to submit your expression of interest:

Please email your resume and cover letter to:

Terrace Indigenous Justice Society Hiring Committee

Attn: [lauriempaulin@gmail.com](mailto:lauriempaulin@gmail.com) with the title Indigenous Court Business Plan Writer Expression of Interest in the subject line. Please note that is not a request for a proposal.

Preference will be given to Indigenous applicants in accordance with section 41 of the BC Human Rights Code. If you are of Indigenous background, we encouraged to self-identify on their application.