



Lillooet Learning Communities Society
Sát'mec Ull'usmíntwal' Szwátet.scal

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Phone: (250) 256-3709

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633 Main Street – Community Connect HUB

Lillooet, BC V0K 1V0

Contract Opportunity – Interim Relief Director

Request for Proposals

About Lillooet Learns:

The Lillooet Learns (LLCS) is a not-for-profit organization incorporated in 2002 that envisions a good life for all in St'at'imc territory. LLCS has a mandate of 50% parity in the leadership team and an objective to grow this representation in LLCS at all levels of the society's operations.

LLCS creates an enduring, learning community by promoting learning in all forms for the benefit of people in all of Lillooet and St'át'imc communities. The organization goals are to create a community of life-long learners, to bridge partners together through collaboration, to lead initiatives that impact communities to be inclusive, respectful, equitable and striving for reconciliation as our communities grow and become economically resilient.

About the Contract

Lillooet Learns is the host organization of the Community Connect Innovation HUB and associated programs. The team needs somebody with director experience to support staff and oversee operations over the winter months for a temporary period of time. There is possibility that the contract could continue for the right person.

Budget:	To be negotiated based on contractor proposal (Budgeted for range of \$38-40/hour if proposing hourly rates)
Contract Type:	Contract
Contract Length:	12 weeks, (End of November to End of February) – potential for extension.
Schedule:	Approximately 20-25 hours a week: consistent hours spent at the Community Connect HUB Office

Reports to: Managing Director and Lillooet Learns Chair of the Board

Lillooet Learns is looking for proposals that outline solutions to providing coverage and meeting deliverables. This includes planned engagement with the Managing Director and Chair of the Board during the length of the contract.

Contract Deliverables / Responsibilities

The overall deliverable is to support staff and provide coverage for the Managing Director's leave December 14th, 2024, to February 14th, 2025.

1. Creating a detailed contract workplan with Managing Director by December 6th, 2024.
2. Providing support to Lillooet Learns operations team and ensuring program and projects requirements are met by the staff responsible.
3. Answering emails and communications related to Lillooet Learns and engaging with the Lillooet Learns Chair of the Board where necessary.
4. Preparing 2024 financials in collaboration with accounting and bookkeeping team for a financial review engagement in March 2025.
5. Overseeing the website development project and working with related stakeholders and staff.
6. Creating a draft annual report and impact report summarising the year.
7. Completing grant reporting and assist with grant applications as required.
8. Preparing for store re-opening in February 2025: inventory, renewing memberships, and partnership management.
9. Overseeing the HUB building ensuring system are working properly and working with tenants to address concerns and questions.
10. Developing a draft business plan and strategy for the HUB Store for 2025 in collaboration with relevant stakeholders.

Ideal Experience

- Proven work experience as a director or a similar role such as planning, project management or other senior executive experience
- Strong knowledge of financials and how to build financial forecasting, complete year-end, and to make annual reports / impact reports
- Post-secondary education in management, business management, executive leadership, or planning is an asset

- Relevant training and/or certifications related to directorship and employee management
- Experience working in or running a business is preferred. Experience working in or running a retail store is an asset.

Possible Challenges

There will be some challenges with this contract and proposals should comment on how to they plan to address challenges:

- Limited time before Managing Director leaves and so training and information overlap may be minimal
- HUB Store / Building Manager will be away for the month of January
- Expectations for supporting staff may differ from expectations of Managing Director
- Time management and finding the balance between responding to staff while completing other projects

Selection Criteria

The ideal contractor possesses:

- Connection to Lillooet and St'at'imc communities and knowledge of local culture and traditional practices
- Has a clear process and proposal of how to execute the contract and complete deliverables
- Relevant work and volunteer experience, as well as relevant education and training
- Can provide highly responsive, collaborative, and transparent communication with various groups of people including staff, volunteers, board of directors and managing director who will be out of office
- Ability to visit and work out of the Community Connect HUB during the contract period to support staff

Submission Process

A submission must include:

1. Project Name and Description
2. Company/Contractor Name and Contact Information
3. A description of relevant experience of the contractor and professional history

4. A brief summary of how the contractor proposes to meet the deliverables and requirements of the contract.
 - Strategy and related suggestions
 - Activities to be completed
 - Potential timelines
 - Commentary on solving challenges related to contract

Should you need more detailed information please contact Megan at the information below.

Submission Timeline

Interested contractors can send a proposal to Megan Rempel, the Lillooet Learns Managing Director at manager@thehublillooet.ca and use following e-mail subject line "*Interim Director Contract Proposal*".

Submit by end of day November 15th, 2024.

While we appreciate the effort to put together a short proposal, only candidates that meet the requirements will be contacted.

If you have any questions or need clarification, please contact

Megan Rempel

Managing Director

778-980-4429

manager@thehublillooet.ca