



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Economic Development Officer 3-Month Term Position

<b>Department:</b>	Administration
<b>Program:</b>	Special Projects
<b>Reports To:</b>	Manager of Operations
<b>Term of Employment:</b>	Full Time, Permanent
<b>Hours of Work:</b>	37.5 hours per week (8:30 – 4:30)
<b>Wage Range:</b>	\$27.75 - \$34.50 per hour (Level 5) to be rated using job eval tool

#### **JOB PURPOSE**

The Economic Development Officer reports to the Manager of Operations and is responsible for facilitating community and economic development planning and initiatives; identifying and fostering community economic development opportunities; securing funding for economic development activities and programs and projects; and promoting the community in order to expand economic development opportunities.

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Facilitate community and economic development planning process, including vision, goals and objectives
- Develop economic profiles of the community
- Facilitate the community Economic Strategic Plan
- Research and provide recommendations on community economic development opportunities
- Maintain economic development files and reports
- Identify sectorial opportunities for economic development (i.e. tourism, forestry, arts and crafts)
- Act as a liaison between local organizations, business and individuals and representatives of government, business, concerning economic development
- Develop partnerships within the community to develop and promote opportunities
- Assist with the development of job creations projects
- Conduct surveys and research on tourism opportunities
- Identify community training and development requirements to take advantage of economic development opportunities
- Source funding opportunities for economic development activities and programs
- Identify opportunities for joint venture and assist with negotiations concerning joint ventures
- Assist members on preparing business plans and potential business ventures
- Conduct financial analysis on proposed business plans and opportunities
- Assist to provide aftercare services such as assisting with bookkeeping, establish cash controls and providing training
- Maintain files and records on local business and economic development opportunities
- Promote the community in order to expand economic development opportunities
- Develop community and regional networks
- Develop business registry
- Develop a communication strategy
- Liaise with industry and government representatives to promote local business and individuals

## **OTHER DUTIES**

- Attend meetings as a representative of the Chippewas of Nawash First Nation on Economic Development matters when appropriate and/or directed by the Manager of Operations or Chief and Council
- Attend Band Council meetings to report on outcomes of the Program and to seek approvals as required
- Support respective Committee while ensuring this work is consistent with approved priorities
- Prepare annual workplan and budgets
- Maintain appropriate records and files relative to available resources, programs, expenditures, and other matters involved in the completion of activities (purchase orders, cheque requests, detailed budgets, etc.)
- Prepare and submit all program reports.
- Maintain a detailed records system Performing other related duties as assigned from time to time by Manager of Operations

## **REQUIREMENTS**

### **Education and Experience:**

- University Degree in Business Administration or directly related field  
**OR**
- College diploma directly related to community economic development or Business Administration with Two (2) years' experience with First Nation Economic Development
- Two (2) years of supervisory experience

### **Knowledge, Skills & Abilities:**

- Understanding of Nawash economic, cultural and political environment
- Understanding of relevant Council policies and procedures
- Community Economic Development Theories and practices
- Economic development business promotion
- Generally accepted accounting principals
- Preparation of financial reports
- Office administration
- Proficient in computer skills; including accounting, spreadsheet, word processing, graphics and website development
- Ability to problem solve
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### **Designations, Licences & Requirements:**

- Valid Ontario Class G Driver's Licence
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS

## **PROBLEM SOLVING & COMMUNICATION**

- Effective verbal, presentation and listening communication skills
- Ability to develop and analyze business plans
- Effective negotiations and mediation skills

- Analytical and problem-solving skills
- Effective written communications skills
- Interaction is a variety of people inside and outside the organization, and could involve a degree of difficulty (contentious, confidentiality, sensitivity, political)
- Communication of specialized information for the purposes of supporting the attainment of agreement amongst parties, convincing others to change course of action
- Requirement to present technical information to a limited range of audiences, internal and external.

### **DECISION MAKING & IMPACT**

- Decisions affect a large functional area with considerable impacts, and could affect reputation in the short term
- The ability to lead by personal example, to support and foster positive relationships consistent with the policies of the First Nation.
- The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies, and the Chippewas of Nawash Unceded First Nation values.

### **SAFETY RESPONSIBILITIES**

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

### **STAFF REPORTS**

- No direct reports, but may be required to show others how to perform tasks

### **WORKING CONDITIONS**

1. **Physical Demands** – Frequent periods of stooping, reaching, pushing, walking, climbing, standing, kneeling, lifting and/or fixed work position. Lifting of some objects not exceeding 20 pounds
2. **Environment** – Combination of indoor and outdoor work environments which may present exposure to adverse weather conditions and safety hazards. Exposure to undesirable scents/smells and hazardous material including, but not limited to cleaning supplies
3. **Mental Effort** – Some may find tight deadlines and interactions with persons and or situations stressful
4. **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week and requires availability to work some evenings, weekends and holidays

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**