

**ATIKAMEKSHENG ANISHNAWBEK**  
**JOB POSTING**

<b>File Number:</b>	<b>WLFN-2019-04</b>
<b>Job Title:</b>	Economic Development Officer
<b>Regular or Contract:</b>	Regular
<b>Department:</b>	Planning & Infrastructure
<b>Reports to:</b>	Community Development Manager

**A. PURPOSE AND SCOPE**

The Economic Development Officer's role is to support the community in working toward achieving economic independence, through the administration of programs and services which contribute to an increased quality of life for the membership of Atikameksheng Anishnawbek.

The Economic Development Officer will administer policy, research and programs in the areas of special projects and initiatives, community business development and growth, providing training and workshop seminars, and other research relating to economic development matters.

The Economic Development Officer will deliver policies and programs to promote development and growth within the Atikameksheng Anishnawbek, and develop the community resources to ensure that the community gains all rewards available through such relationships or enterprises.

**B. QUALIFICATIONS**

**Mandatory Requirements**

The Economic Development Officer shall possess:

- Bachelor's degree in economics, Business or Public Administration, or commerce OR a diploma in economics, Business or Public Administration or Commerce OR combination of relevant education and a minimum five (5) years of work experience in either: economic development role, business or public development role, or project management role
  
- The economic development officer must have basic knowledge and understanding of financial statements, budgeting processes, project management as well as community & partner communication, and networking capabilities.
  
- A valid Class G driver's license

### **Additional Requirements**

The Economic Development Officer shall be knowledgeable and possess skills or prior work experience in the following areas:

- Proficient with Microsoft office suite and project management software
- Ability to successfully complete application forms and reporting forms
- Demonstrated ability to communicate effectively
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work
- Ability to maintain poise and use good judgment
- Ability to analyze problems and data to make sound conclusions and recommendations
- Ability to evaluate projects, develop measurable goals and objectives
- Ability to prepare budget and forecast expenditures
- Excellent knowledge of economic funding agreements and principles to maximize access to these funds
- Knowledge of First Nations decision-making processes
- Knowledge of First Nations culture and traditions
- Excellent listening skills, initiative, and attention to details
- Must be able to obtain and hold the following certifications during the course of employment: First Aid and CPR Certification & WHIMIS

### **C. DUTIES**

The Economic Development Officer shall, in every aspect of their position:

- Promote the Atikameksheng Anishnawbek's Vision and Mission Statements and similar Indigenous organizations Vision and Mission Statements
- Maintain the level of professionalism expected by the Atikameksheng Anishnawbek as outlined through the Policies and Procedures manual

In addition, the Economic Development Officer shall complete the following duties:

### **Planning and Development**

- Deliver all aspects of the Economic Development program, including work plans, special projects, sourcing and use of funds, and ensuring signing of contracts within policy and procedure parameters
- Secure any and all funding available to the First Nation through government or privately sponsored programs in the areas of economic development and infrastructure
- Research for growth planning, training of new entrepreneurs as well as the development of current businesses and meeting the needs of future businesses.

### Coordination and Implementation

- Provide business counseling and entrepreneurship assistance services to membership
- Conducts annual survey of business community, and maintains business directory
- Acts as an organizational advocate with all relevant funding sources

### Communication

- Updates and maintains communication with membership, coworkers and supervisor regarding work activities & program services
- Maintain/develop promotional material for key economic opportunities
- Respond to enquiries from community members, the business community, and general public concerning development opportunities
- Prepare and provide annual reporting to Indigenous Services Canada
- Represent the community in a personable, professional and highly motivated manner.

### Administrative

- Prepares written documents including reports and evaluations as specified by project objectives and activities
- Establish work priorities and ensure deadlines are met and procedures are followed
- Review and monitor project budgets, and advise supervisor of any discrepancies

**Application Deadline is: Monday April 1, 2019 by 4:30 p.m.**

**SALARY:** To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, please submit your application with a covering letter, resume and three current reference letters as well as copies of all diplomas and/or degrees by one of the following: (1) fax 705-692-5010, (2) in person at our office address below, (3) by email at: [employment@wfn.com](mailto:employment@wfn.com), or (4) by regular mail to:

Community Development Manager

**RE: WLFN-2019-04**

Atikameksheng Anishnawbek

25 Reserve Road

Naughton, ON P0M 2M0

For more information, or a complete job description please contact Orsolya Csaszar, Community Development Manager at 705-692-3651. **Preference will be given to First Nation band members.** Thank you to all who apply, however, only those selected for an interview will be contacted.