



SHAWANAGA FIRST NATION Economic Development Officer Job Posting

Position: Economic Develop Officer

Term: Full Time

6 Month Probation Period

Start date: As soon as possible

Salary: To commensurate with experience

Hours of Work: 37.5 hours per week

*(Weekend and evening hours will be required to meet the needs of the
Economic Development Program and the Shawanaga First Nation)*

Overview of Responsibilities:

The Economic Development Officer (EDO) is a highly visible accomplished professional who reports to the Chief Administrative Officer. The EDO must have the ability to make good strategic decisions; demonstrate strong civic and community leadership; build relationships with economic development partners, the business community, area municipalities and First Nations. The EDO shall use their expertise to help define the character and trajectory of economic growth by focusing on promoting the community and developing sustainable jobs matched to local employment needs and opportunities. The EDO shall support Shawanaga's profile as a community with an attractive economic climate by welcoming new business opportunities; building on local assets, resources, heritage and innovation.

Duties:

- Prepare regular briefing notes for submission to the Chief Administrative Officer, Chief and Council;
- Complete grant funding applications and reports, including core economic development funding applications and reports as needed;
- Secure funding for economic development activities and programs with the ability to provide oversight;
- Undertake analysis and evaluation of economic and business development opportunities, and identify strategies to develop these opportunities;
- Organize and facilitate community workshops regarding economic growth and future initiatives;
- Oversee, monitor, evaluate and develop current and new Shawanaga owned economic development, and employment and training initiatives;
- Provide small business and employment development support to community members;
- Maintain and up to date community profile on Shawanaga First Nation, including economic statistics and indicators, local business and services and a Strategic Plan (currently in development stages); and
- Participate in applicable committees, technical working groups, symposiums, conferences, meetings and consultations with the community and key associates;

Required Qualifications and Skills:

- College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD);

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- Working experience in Economic Development, marketing, and public relations; preference will be given to applicants with 5 or more years of relevant experience in local government; • Must possess a valid class G Ontario Driver's License and access to reliable personal vehicle; • Time management and organizational skills, ability to assume responsibility and meet deadlines while being flexible to accommodate shifting priorities;
- Ability to negotiate contracts, manage projects, supervise and mentor staff; • Ability to comprehend and develop policy papers, technical papers, and present technical data to supervisors, community members and other key partners;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies, partners and business associates; and
- Able to create and manage a budget with strong working knowledge of Microsoft Office software suites.
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills;
- Excellent communication skills, including the ability to network, build and foster positive relationships with community members, staff, other managers and government; • Excellent knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services;
- Excellent analytical and problem solving skills;
- Reliable and dependable, proven through past work experience

Other Considerations:

Preference may be given to Aboriginal candidates with relevant on reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidate must be able to produce and maintain a clean Criminal Record Check (CPIC).

Only those who qualify for an interview will be contacted, thank you for your interest. Please submit a cover letter, resume and three (3) recent work-related reference letters with current contact information 4:00pm on August 16th via email, mail, fax or in person to:

***Courtney Mullen
HR Administrator
Shawanaga First Nation
2 Village Rd., Nobel, ON P0G 1G0
Tel: (705) 366-2526 * Fax: (705) 366-2740
Email: hradministrator@shawanagafirstnation.ca***