

Economic Development Officer

Permanent Full Time with Benefits

Under the direction of the Chief Executive Officer, the Economic Development Officer will provide guidance and support through community involvement which promotes the economic well-being of Nipissing First Nation. The Economic Development Officer will support First Nation businesses and will align with the strategic direction and goals of Nipissing First Nation.

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must have a College or University degree in Commerce, Economics or a related field.
- Must have working experience in Economic Development, marketing, and public relations; preference will be given to applicants with 3 or more years of relevant experience.
- Must be able to demonstrate knowledge, preferably gained through related experience, of community economic development activities, including marketing, business development and promotion.
- Must be proficient in Microsoft Office 365, Excel, MS Word software.
- Must be able to demonstrate financial management, administration, human resource, program delivery, project management and conflict resolution skills.
- Must have knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to economic development.
- Must possess a valid class G Ontario Driver's Licence and access to reliable personal vehicle.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Time management and organizational skills, ability to assume responsibility and meet deadlines while being flexible to accommodate shifting priorities.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies, partners.
- Ability to network, build and foster positive relationships with community members, staff, other managers and government.
- Good background in research; ability to conceptualize.
- Excellent knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services.
- Ability to work with tact and discretion, high level public relations skills.
- Ability to negotiate contracts, manage projects, supervise and mentor staff.

DUTIES INCLUDE:

- Responsible for the effective and efficient implementation of the economic development programs and services of the Nipissing First Nation including but not limited to Nipissing First Nation Gaming operations.
- Administers the approved current and capital budgets for the economic development purposes within administrative guidelines.
- Responsible for the development of applications for grant and funding programs relating to economic development projects.
- Monitors and reports on budget implementation.

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- Prepares draft tenders and Request for Proposals (RFP).
- Researches and prepares statistical, financial, policy, and other reports as required by the Director of Lands and Natural Resources.
- Attends Chief & Council and/or Committee Meetings, as required by the Director of Lands and Natural Resources.
- Responsible for the promotion, marketing and enhancement of Nipissing First Nation economic development initiatives and agencies.
- Coordinate the planning and implementation of Nipissing First Nation economic development projects.
- Provides input on the development and the implementation of a Strategic Plan for Economic Development.
- Assist NFN members who are pursuing independent economic development initiatives.
- Maintains relations and communications with existing businesses and industry while encouraging retention and expansion.
- Develops resources required to support, assist in implementation and monitoring effective strategies to support the Nipissing First Nation community.
- Develops, reviews and amendments Economic Development policies such as but not limited to the Business Licensing Law; to ensure compliance to applicable legislation,
- Monitors government policies and legislation and recommends policy positions on issues of importance to the First Nation.
- Liaises with Federal, Provincial, and Regional economic development agencies; represents, coordinates, and facilitates the Nipissing First Nation's relations with those agencies on behalf of the First Nation.
- Performs such other related duties as may reasonably be required by the Director of Lands and Natural Resources.

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, January 29th, 2021** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest, however only those who qualify for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC