



Natoaganeg (Eel Ground) First Nation

47 Church Road, Eel Ground, NB, E1V4E6

EMPLOYMENT OPPORTUNITY ECONOMIC DEVELOPMENT OFFICER (EDO)

Natoaganeg First Nation is committed to providing their employees with a work environment where they can be at their best and strives to provide a safe, secure and healthy living environment for its community members and the general public. To assist us in meeting these objectives we are recruiting for the following position:

Location	Natoaganeg (Eel Ground) First Nation
Salary	Based on qualifications and experience in accordance with current salary scales of Eel Ground First Nation
Position Type	Full-Time, Regular
Starting Date	As soon as possible
Application Deadline	September 25 th , 2020, by 12:00 pm

JOB SUMMARY

The Economic Development Officer will be responsible for monitoring national economic influences to determine and help create Eel Ground First Nation's goals for economic growth. The position is responsible for planning, developing, coordinating, and implementing economic development policies, strategies, and initiatives to ensure the most innovative approaches are used to improve the community, and socioeconomic and business development for Eel Ground First Nation. The goal of this position is to help grow a strong economic structure that allows for the success of Eel Ground First Nation's community and its employees.

The EDO is responsible for continuously developing and maintaining the knowledge required to do the job by understanding, embracing, and contributing to the community's economic development plan, and collaborating effectively to coordinate economic development within Eel Ground First Nation. The EDO must be familiar with background materials and information relating to Eel Ground First Nation and the political process, as well as demonstrating a non-political approach to communicate and foster relationships with Chief and Council, Elders, and Community Members.

He/she must use a variety of qualitative and quantitative methods to perform continuous assessment of economic development needs, including maintaining an inventory of existing businesses, sector activities, and current human resources (labor force) in the community, as well as ensuring these initiatives and opportunities are communicated to key stakeholders.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assess the economic situation of the region;
- Determine how local economic factors will affect Eel Ground First Nation, both positively and negatively;
- Assess strategic opportunities that will benefit the growth Eel Ground First Nation;
- Assess the needs of the community and provide economic recommendations to Chief and Council;
- Monitor growth initiatives to ensure they support Eel Ground First Nation's goals;
- Develop strategic plans to ensure innovative practices are being initiated to support economic growth;
- Ensure Chief and Council are informed of significant problems that may jeopardize achievement of goals;
- Maximize economic value through the development of additional revenue streams and new opportunities;
- Direct design, development, implementation, and oversight of economic strategies for Eel Ground First Nation;
- Develop communication methods to educate the community on programs and initiatives that will be implemented for organizational growth;
- Work closely with the finance department to ensure economic stability future economic strategies;
- Improve organizational capability by developing organizational assessments, interpreting results, and developing recommendations and action plans;
- Work closely with Chief and Council to design, develop, and implement corporate economic strategies and monitor the effectiveness of new strategic initiatives;
- Prepare grant proposals, applications, contracts and other necessary documentation as may be required for necessary community services;
- Ongoing community engagement regarding work-related deliverables.
- Be prepared to travel a minimum of 1-2 days per week, according to the needs of individuals, businesses, key contacts, and government service providers;
- Must demonstrate good written and oral communication skills that are relevant to the position as this position will require the preparation of proposals for a variety of economic development initiatives for submission to public and private funding sources.
- Must be able to write project briefs, updates, and final reports for all project activities taking place in Eel Ground First Nation;
- Maintain sound administrative and organizational systems, develop budgets and cash flow projections, use business planning software and create presentations for public speaking opportunities;
- Develop and track accomplishments related to ongoing work plans;

- Working time will be divided between the office, meeting with community members, and travelling to outlying communities throughout the province as necessary;
- Use a grass roots perspective to locate and meet with individuals, businesses, key contacts and government service providers; and
- Must have excellent organization and preparation skills to ensure they have the necessary tools to complete tasks while working away from the office.

QUALIFICATIONS AND EXPERIENCE:

- Must possess a minimum of 4-5 years of experience in business or economic development related positions, supplemented by education, training, or on the job learning;
- Demonstrated ability to meet strategic economic objectives for Eel Ground First Nation;
- Ability to manage economic core processes;
- Proven project management skills required;
- Able to make sound business decisions and evidence-based recommendations to Chief and Council;
- Thorough knowledge of the methods and procedures used in the successful development of economic organizational growth;
- Effective computer literacy skills (MS Word, Excel, PowerPoint, Adobe, and e-mail);
- Build and maintain lasting relationships with corporate departments, key business partners, and employees;
- Demonstrated ability to have a positive impact on business results; and
- Valid Driver's License.

KEY COMPETENCIES:

- Community development planning and land management
- Business planning, expansion, and marketing strategies
- First Nation Governance and Leadership (forms of government)
- First Nation Laws and Policies
- Analysis and decision making
- Written and verbal communication
- Management, relationship, and team-building

KEY RELATIONSHIPS:

- **Internal:** Chief and Council of Eel Ground First Nation
- **External:** Community members, outside EDO's and business partners, federal and provincial government agencies in the field of economic development, and financial institutions.
- **Budgetary Responsibilities:** Manage and administer economic development project budgets on a project by project basis.
- **Decision Making Authority:** The position is expected to make such decisions as relevant and necessary to perform his/her daily responsibilities.
- **Problem Solving Responsibilities:** This position requires independent problem solving within the scope and parameters of the position, and seeks the advice and direction of Chief and Council when issues fall outside the position's area of responsibility.

GEOGRAPHICAL LOCATIONS:

Corporate Office: Eel Ground First Nation Band Administration Building, 47 Church Road, Eel Ground, NB.

Program Location: Throughout the community of Eel Ground First Nation.

If you are interested in applying for this position, please submit résumé and covering letter:

- **By Email to:** mmoulton@nb.aibn.com
-Clearly indicate "**Economic Development Officer**" in subject line of email.
- **Drop off at:** **Eel Ground Band Hall, Reception Desk, 506-627-4644, Attn: HR Director**
-47 Church Road, Eel Ground, NB

Only those candidates under consideration will be contacted; however, we thank all those who apply.