



**Career Opportunity**  
**Economic Development Officer (or Trainee)**  
**Extended Posting: Oct 22, 2021**

**General Description:**

Under the direction of the Director of Administration, the Economic Development Officer (Trainee) is responsible for conducting research and preparing feasibility reports on revenue-generating business opportunities.

This position is also responsible for seeking out funding opportunities for community employment and business initiatives as well as educating community members on setting up and running a business.

If a fully qualified candidate is not identified during the recruitment process a "Economic Development Officer Trainee" may be considered instead, who will receive on-the-job training to become fully qualified.

**Responsibilities:**

- Acts as a key resource for community members interested in starting a new business or expanding on an existing business (e.g. checklists, templates for business plans, funding applications, key contacts for information, etc.).
- Seek out funding opportunities for employment and business development that includes the submission of proposals/grants.
- Ensures the band website is current with pertinent business-related information for band members (e.g. information on starting a new business).
- Prepares and maintains client files, program summaries and budget reports for submission, as required, by the Contribution agreement(s) and as directed by the Director of Administrations.
- Maintains an inventory of businesses in the community and meet with local businesses to advise them on available program funding.
- Researches and analyzes the feasibility of revenue generating business opportunities for the community and prepares recommendations for Director of Administration.
- Compiles and updates relevant economic data as required, whether it is Federal, provincial or economic development partners, and develops a "Community Profile" (e.g. Hammonds Plains) for distribution to potential investors.
- Develops a variety of promotional and marketing tools to attract new business for the Band and Band Membership.
- Supports the Band's Economic & Business Development strategies as determined by Chief and Council.
- Assists with the administration and set up of an Economic Development Corporation.
- Acts as a liaison with provincial, local and regional governments to encourage regional cooperation and effective economic development efforts for the band.
- Performs other related duties as assigned by the Director of Administration.



### Qualifications:

- Post secondary education in a related field or willingness to be trained on-the-job. An equivalent combination of experience and education will be considered.
- A minimum of two years work experience.
- Must be a strategic and proactive thinker with strong entrepreneurial and networking skills.
- Ability to become familiar with the business needs of a first nations community.
- Strong skills in conducting research, report writing, marketing, public speaking and financial/project management.
- Excellent verbal and written communication skills combined with the ability to build and maintain strong relationships with a wide range of stakeholders.
- Proficiency using Microsoft Office Suite.
- Must hold a valid driver's license and be willing to travel.
- The incumbent of this position must be flexible in terms of hours of work in order to deal with meetings and events that occur outside normal office hours.
- Must have a satisfactory criminal records check. Having a criminal record is not a determinate factor.

### Benefits

Anticipated salary range depends on qualifications. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. This is a one-year contract with the opportunity for renewal and subject to the policies of Sipeknekatik.

Please apply with a **resume, cover letter** and **criminal records** check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted***