



EMPLOYMENT OPPORTUNITY

COMMUNITY ECONOMIC DEVELOPMENT OFFICER

POSITION TITLE	Community Economic Development Officer
DEPARTMENT	Administration – Economic Development
SALARY	\$ 40,000 - \$ 50,000
TERM	Permanent/Full-Time
LOCATION	Dependant on the successful candidate's location
ESTIMATED START DATE	May 2024

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Community Economic Development Officer, reporting to the Director of Lands and Economic Development, responsible for supporting the planning, development and implementation of community development and entrepreneurship initiatives that provide increased access to resources and employment opportunities, build capacity and support overall WFN community growth.

ESSENTIAL FUNCTIONS AND DUTIES

- Supports the implementation of the WFN Strategic Lands and Economic Development Plan through project specific community development initiatives
- Collaborates with the Director of Lands and Economic Development to support community development presentations to the WFN Economic Development Committee
- Supports the planning and implementation of project specific community engagement with WFN communities
- Supports the development of proposals, in response to funding programs for community development initiatives as required
- Liaises with WFN members with entrepreneurship goals and initiatives, providing resources to support WFN members in pursuing the development and or expansion of a business, business plan development, and or funding sources
- Supports the development of RFP's and or community development specific project proposals as required
- Collaborates with the Cultural and Community Enhancement Development Officer to support



community development initiatives as required

- Collaborates with other WFN staff to support community development initiatives that build capacity and increase overall community well-being
- Build and maintain strong relationships with business, community groups, and service providers to promote WFN community development interests
- Establishes and maintains a wide range of contacts, working collaboratively and acting as a representative on behalf of WFN with community development associations and committees on a local and regional level
- Required to work in all WFN communities; Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Gold River and Hammonds Plains
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, and Procedures
- Other duties, training and activities related to the position, as required

QUALIFICATIONS

- Diploma or degree in business administration, community development, project management or a related field and or
- Two-years of relevant experience in community development programs and projects
- Knowledge and experience working in a Mi'kmaw community and or other First Nations is an asset
- Occupational Health & Safety knowledge and training is an asset
- Valid Driver's License and reliable transportation
- Must be bondable
- Criminal Record Check required upon hiring
- Child Abuse Registry Check every two years upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Ability to establish and maintain effective working relationships with internal /external contacts
- Strong multitasking skills, ability to meet deadlines
- Excellent researching skills and ability to prepare reports and funding proposals
- Demonstrated effective time management and organization abilities
- Demonstrated excellent decision making and problem-solving abilities
- Strong public speaking, presentation, and facilitation skills
- Strong teamworking abilities
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Demonstrated initiative in learning new tasks and improving processes
- Strong analytical skills and critical thinking
- Capable of working independently as well as in a team environment
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

WORKING CONDITIONS

- Hours of work are expected to occur during regular office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday, inclusive
- Travel is required to attend meetings, conferences, information sessions, and on-site visits to properties/assets/ construction sites
- Travel may be required to attend meetings and on-site visits to properties, conferences, information sessions etc. and this may require driving for significant periods of time
- Occasionally, travel and meetings may fall outside of the regular working hours



- A valid driver's license is required, as is access to a vehicle
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work with office equipment and computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote CEDO# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: May 2, 2024

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.