



## Job Posting – Economic Development Officer

Tl'azt'en Nation is seeking an energetic Economic Development Officer (EDO) to provide direction and leadership to the Nation's economic development initiatives. Reporting to the Executive Director, the EDO will be responsible for planning, developing, coordinating and implementing economic development strategies, policies, and initiatives that improve the community, socioeconomic, and business development in Tl'azt'en Nation.

**Type of position:** permanent

### Duties and Responsibilities

#### Strategic and Operational Planning

- Identify, formulate, draft, plan and implement economic development strategies and initiatives including operational planning and recommendations for future considerations.

#### Program and Service Delivery Management

- Continuously develop and maintain a regional economic development knowledge base and seek partnerships with associated area-based businesses and communities.
- Remain aware of current human resource capacity in the community and work between departments to collaborate on training needs.
- Assist with business plans and funding proposal preparations.
- Coordinate advice and guidance to stakeholders involved in economic development initiatives, including funding sources and terms, commercial debt and equity financing options, structure, criteria and documentation.
- Prepare and submit regular and scheduled economic development reports to Chief and Council, funders and other stakeholders.

#### Community Relations

- Initiate, develop and maintain contact on an independent basis with all levels of potential and existing clients and partners inside and outside the community.
- Coordinate and participate in activities that support on-reserve economic development in all sectors.
- Represent the Nation's interests on and attend committees, boards, commissions, business meetings, events and conferences.
- Liaise with funding agencies and departments, private industry, business and any other individuals, groups or agencies operating in the community.
- Report on initiatives and provide advice, guidance, and recommendations to Chief and Council and other relevant Boards.

#### Policy, Procedure, Legislation and Regulations

- Develop, implement and review strategies, policies, and protocols for the departments.
- Be knowledgeable about relevant acts, regulations, policies, legislations, and treaties.

## Human Resource Management

- Supervise, mentor and provide direction, guidance, instructions and correction for staff.
- Manage the performance of staff and identifying skills and training needs.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by Executive Director or Chief and Council.

## Skills and Qualifications

### Experience, Education and Other Requirements

- Minimum 5 year's experience working in business or economic development positions supplemented by education, training or on-the-job learning
- Demonstrated ability to identify and support new community development initiatives ranging from retail opportunities to local services in a First Nation environment
- Good understanding of forestry and mineral exploration preferably within British Columbia
- Construction experience is considered an asset
- Class 5 Driver's License
- Own vehicle available for work travel is considered an asset
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

### Knowledge, Skills and Abilities

- Demonstrated success sourcing out and securing funding through grants or other sources
- Proven results working independently and following through on concepts, ideas or initiatives preferably in a First Nation environment
- A demonstrated ability to coach and mentor others to build skills and capacity
- Excellent negotiation, facilitation, and conflict resolution skills
- Strong planning and project management skills
- Exemplary communication skills, both written and oral with added value of notable public communication abilities, such as for community presentations
- Good understanding of lands management is considered an asset

## Application Process

A cover letter and resume outlining how you meet these qualifications is requested, c/o: MNP at [applyvia@mnpc.ca](mailto:applyvia@mnpc.ca).

**Applications are assessed as they are received therefore early application is recommended.**

**Closing Date:** Until filled

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.