

Economic Development Officer

Employer: Ketegaunseebee Garden River First Nation

Posted: 13 months ago

ES Job ID: 13994

Sector(s): Executive and Management

Closing Date: March 23, 2023

Location: Garden River

Duration: Full Time

Job Description:

Position: Economic Development Officer

Starting Range: \$25.65 - \$28.86 (Pending Education & Experience)

Location: ERCD Department

Duration: Full-Time Permanent

Reporting to the Manager of ERCD, The Economic Development Officer (EDO) is responsible for researching, coordinating, maintaining, and evaluating projects outlined by Garden River First Nation, Economic Resource and Community Development department. The EDO will be responsible for the overall coordination of all project activities related to capital and infrastructure development, including skills and training partnership projects and will ensure a smooth operation of all projects. The EDO will work under the direction of the Economic Resource and Community Development Manager and will liaise with internal departments as well as external stakeholders, First Nation communities and the public. The EDO will lead the special projects file specifically related to the new 2022 partnership and training with Sault College and Garden River First Nation to further develop and sustain the overall training capacity for the Economic Resources and Community Development Department and Garden River First Nation Community and or other participating First Nations.

DUTIES

- Responsible for the day-to-day coordination and operation of special projects including partnerships and training, skills development, capacity, and economic development initiatives;
- Lead the planning and implementation of office administration;
- Plan and schedule project timelines, defining project tasks
- Assists in tracking project tasks/deliverables using appropriate tools
- Regular reporting, monthly, quarterly, and annually administrative duties
- Progressive budgeting and financial tracking and practice fiscal management;
- Responsible for monitoring, reporting, and evaluating all projects, including special projects of jobs, training, and skills development;
- Prepare funding applications and works with team lead support systems in developing and submitting application reports, work plans, funding opportunities and effectively coordinate deadlines;
- Facilitating partnerships between the business, government, community, and Industry;
- Identify and promote improvements to and expansion of existing and future business and industry development;
- Provide communicate to community, portfolio holders and Chief and Council;
- Lead presentations to community and stakeholders;
- Maintain open and professional communications with all funders and stakeholders;
- Engage with local community, neighboring First Nations and municipalities;
- Performing other duties as may be required or assigned

Required Skills:

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
705.356.1611

1 Industrial Park Road, Suite 205
Blind River, ON P0R 1B0



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- Post-Secondary Diploma in Business Administration, Commerce, Economic Development, or related field or a minimum of 2 years relevant experience working with First Nation economic development, community economic development or any related experience as deemed appropriate by GRFN
- General knowledge of the Anishinabek First Nation issues, including political aspirations/priorities, mandates, programs, and current affairs;
- General knowledge of economic development within First Nations, economic development opportunities and strategic planning;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Ability to work independently and collaboratively as a member of a team;
- Must undergo a criminal record check prior to employment (At Applicant Expense)

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: March 23rd, 2023, at 4:30pm. Please address the envelope and/or email "EDO - 2022-17" and submit to:
Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The Economic Development Officer, under the Economic Resource and Community Development Department functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.