

# MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



<b>Position:</b>	<b>Economic Development Officer (EDO)</b>
<b>Duration:</b>	<b>Full time permanent, upon successful completion of probation</b>
<b>Salary:</b>	<b>\$40,000 - \$55,000, based on qualifications</b>
<b>Start Date:</b>	<b>As Soon As Possible</b>

Under the direct supervision of the First Nation Administrator, the EDO will be responsible for performing a variety of duties related, but not limited to, the promotion and development of community and business development initiatives, and employment and training activities within the First Nation. Under the direction of the First Nation Council, the EDO will develop the proposals, applications, business plans, etc., required to acquire funding for identified projects.

## Qualifications:

- Grade 12, or equivalent required. Post-secondary education in a related field preferred.
- Proficiency with MS Office business applications, Internet and web-enabled applications
- High degree of initiative, self-direction. Able to work with minimal supervision. Responsible and able to maintain confidentiality
- Exceptional analytical and organizational skills
- Superior written and verbal communication skills. Must be people oriented
- Must possess a valid driver's licence, have reliable transportation and be willing to travel as required

## Duties and Responsibilities: The following should not be considered an exhaustive list of duties:

- Develop and complete application/submissions to various funding agencies for training, for enhancement of existing programs, and for all other project development within the First Nation ie; community development projects, capital/infrastructure projects, etc.
- Assist as requested and required with the development of resumes, etc. for First Nation members
- Develop and complete proposal/application/business plan submissions pertaining to business start-up and expansion, for both First Nation and private business ventures
- Work collaboratively with other staff to develop and complete applications/proposals for a variety of First Nation initiatives,
- Work collaboratively with other staff to implement a variety of community development activities such as Summer Student program monitoring, Economic Development Strategic Plan, career fairs, etc.
- Complete and submit all narrative reports associated with funding received through proposal submission
- Actively seek new and innovative projects/funding that will benefit the First Nation as a whole
- Research and compile information, statistics and costs associated with all projects
- Maintain up-to-date workforce reports, community profiles, etc.
- Liaise with local, regional, provincial and/or federal agencies, organizations, and affiliates as directed in order to enhance First Nation economic and community development potential

Please submit your **updated resume and cover letter** to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by November 4, 2020**. Resumes will be accepted at the Government Office or by email to [colette.isaac@moosedeerpoint.com](mailto:colette.isaac@moosedeerpoint.com). Please put "EDO" in the subject line or sealed envelope.

**We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.**