

COUCHICHING FIRST NATION – JOB DESCRIPTION



Economic Development Officer

Primary Function:

The economic development officer is under the general direction of the Executive Director who oversees all public programs. The Economic Development Officer is responsible for the planning, and implementation of economic development policy, research, programming, and projects.

Duties and Responsibilities:

- Develops and reviews economic development plans as required and makes recommendations to the C&C Band Managers
- Assist the economic development commission and draft policies to Chief and Council
- Research information and analyze implications of alternatives being examined by the Council or community members
- Provide oral and written progress reports to the Band Manger when requested
- Develops and maintain a community resource database recording population by age group; labour force- employment, occupation, education, special skills; welfare recipients and cost; businesses by size, type, products(s), number of employees and age; community services, community enterprise and community employment projects;
- Assist community members to prepare resumes and maintain an inventory of resumes;
- Develops employment projects, coordinates their development liaise with government sources and manages employment projects of the First Nation under direction of the Band Managers
- Develops business plans and funding/financing proposal, coordinates business development projects, liaise with government and institutional sources, and manages development projects of the First Nations under direction of the Band Managers
- Provides technical assistance in business planning and development for entrepreneurs from the community;
- Provides employment placement services to the community members requesting assistance in job finding, contacting and liaising with off-reserve employers, and linking and coordinating with employment programs and services of HRDC and affiliated organizations
- Prepares workforce reports, quarterly reports and community profiles as requested by the district office of Indian Affairs for the Band Managers
- Attends workshops on economic development methods and resources.
- Ensures that contracts with funders, consultants, other contractors and First Nation are administered in accordance with policies and procedures of the First Nation;
- Performs other duties assigned by the Band Managers
- Prepares budgets

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Qualifications:

- Post Secondary Education related to business management, public administration or human resource management
- 2 years experience in the business or economic field
- Computer Literacy skills such as, word processing and spreadsheet are a necessary pre-requisition of employment
- Experience in project and program planning and budgeting and in monitoring and reporting projects progress and program operations for a Fort Nations, public enterprise, or company.
- Ability to prepare comprehensive narrative and statistical reports and procedures for economic development.
- Ability to speak Ojibway is preferred.
- Knowledge of the community and family structures, customs and traditions, and administrative structure and operations of the First Nation.

Conditions of Employment:

- Successful completion of a Criminal Record Check
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

- **Please submit your resume and cover letter to the Human Resources Manager at elisa.mcleod@couchiching.ca or by dropping it off at the Couchiching First Nation Band Office located at RMB 2027, RR. #2, Fort Frances, ON P9A 3M3.**