

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



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

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:

- Post-secondary education in a related field preferred. Grade 12, or equivalent required.
- 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:

- Research and compile information, statistics and costs associated with all projects
- Develop and complete proposal/application/business plan submissions pertaining to business start-up and expansion, for both First Nation and private business ventures
- Develop and complete application/submissions for training to appropriate funding agencies
- Develop and complete applications/proposals for submission to various funding agencies 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 applications/proposals for summer student employment and will monitor the programs/students
- Complete and submit all narrative reports associated with funding received through proposal submission
- Develop and complete applications/proposals etc., for funding that will enhance existing programs
- Actively seek new and innovative projects/funding that will benefit the First Nation as a whole
- Maintain up to date workforce reports, community profiles, etc.

Please submit your updated resume and cover letter to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by February 24 2019**. Resumes will be accepted at the Government Office or by email to 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.