



EMPLOYMENT OPPORTUNITY

Swan Lake First Nation
Box 368, Swan Lake, Mb R0G 2S0

POSITION:	Economic Development Officer	DEPT:	Administration
TERM:	Full-Time	SALARY:	Based on Experience
REPORTS TO:	Chief & Council	CLOSE DATE:	Open Until Filled

POSITION SUMMARY:

Reporting to Chief and Council, and Director of Administration, the Economic Development Officer will be responsible for protecting and broadening the community's economic base and identifying new or emerging areas of economic opportunity which will contribute to an increased quality of life for the membership and community of Swan Lake First Nation. As the EDO, you will manage departmental finances, lead departmental planning, facilitate staff meetings and coordinate staff activities while overseeing project management, environmental initiatives, and employment opportunities. This role represents the community in a personable, professional way and acts as an organizational advocate with all relevant funding sources.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Economic Development Officer will include, but are not limited to, the following:

Strategic Planning and Operational Management

- Develop and recommend overall economic development vision, strategies and policies by creating, researching, analyzing, and implementing economic and resource development activities,
- Plan, organize and promote programs and related activities including business attraction, retention, job creation, business assistance, marketing, and related functions,
- Ensure that strategy is developed into departmental operational plan(s) and translated into work plans,
- Monitor implementation and progress of all plan activities and provide consistent reports,
- Write business plans and provide advice and guidance to members with economic development ideas or interests under the direction of the Director of Administration and the Chief and Council,
- Actively seek out potential new partnerships whose values and principles align with the First Nation,
- Develop business plans and support the preparation of detailed estimates,
- Manage agreements and relationships with applicable government agencies and departments and submit reports to applicable government departments or agencies as required,
- Ensure that Economic and Resource Development department operations are conducted within relevant legislation, policies, and procedures.



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Program and Service Delivery Management

- Coordinate delivery of and supervise departmental programs and services,
- Coordinate advice and guidance on lands and natural resources management,
- Develop proposals for program funding,
- Ensure program funds are expended appropriately,
- Develop needs assessments and evaluation criteria to identify and measure the effectiveness of programs and service delivery,
- Conduct survey of training opportunities currently available to and previously taken by community members and develop a database of skills and qualifications,
- Use above results to identify businesses or projects to provide employment opportunities for community members.

Financial and Human Resources Management

- Participate in the preparation of the budget for economic development operations and maintain up-to-date knowledge of budget and funding requirements,
- Provide required data to inform monthly and quarterly financial statements and reports,
- Working with the Human Resources Manager, recruit, coach, and mentor staff including coordination of training and development activities,
- Lead the department's performance evaluation process in conjunction with the Human Resources Manager, focusing on growth and capacity building,
- Promote and foster the development of a strong and cohesive team, emphasizing the importance of teamwork and mutual support of one another for the department and First Nation's benefit.

Band Council Support and Administration

- Prepare materials and reports as requested by the Chief and Council and or Director of Administration,
- Attend and participate in various business meetings, seminars, conferences, and other related functions to promote the Nation's advantages,
- Represent the Band at local, regional, provincial, or other meetings as required.



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QUALIFICATIONS:

Education and Experience:

- Post-secondary education in business, environmental science, lands and natural resources, project management, or another related field is preferred,
- Minimum of 3-5 years of management and related experience in planning, economic development, natural resources management, human resources management and program management, delivery and evaluation,
- Related experience with First Nations organizations is desired,
- Knowledge of relevant legislation, policies, and procedures relating to First Nations administration,
- Ability to develop clear strategies and plans and manage resources, including people, materials, assets, and money, to achieve desired goals,
- Knowledge of environmental concerns and land management practices and how best to balance with economic development opportunities,
- Ability to create business plans and demonstrate business acumen including good negotiation and facilitation skills.
- Must have proven knowledge in budgeting and planning,
- Ability to scope projects into plans,
- Solid operations management skills,
- Ability to establish good working relationships, both internally and with external stakeholders,
- Ability to manage conflict using sound judgement,
- Effective written and oral communications skills,
- Possess cultural awareness and sensitivity,
- Demonstrate a dedication to the role and the Community.

Knowledge, Skills, and Abilities:

- Knowledge of key issues, legislation, policies, and procedures relating to First Nation administration.
- Knowledge of First Nation funding deliverables and reporting methods,
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership and management skills.
- Strong financial and operations management skills.
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective written communications skills, including the ability to prepare reports, policies, and Band Council documents.
- Knowledge of First Nation culture and practices an asset.



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CONDITIONS OF EMPLOYMENT:

- Access to reliable transportation to and from work as travel will be required.
- Valid Class 5 Drivers License.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Applicants must be bondable.
- Must be willing to submit to random drug testing.

MUST Submit Criminal Record Check and Vulnerable Sector Check

Please submit resume, cover letter and references with position applying for in subject box to:

Paula Cameron – Human Resources Manager – Swan Lake First Nation

Email: careers@slfn293.ca

Tel: (204) 836-2101 Fax: (204) 836-2255