



Beausoleil First Nation

One Ogema Street
Christian Island, ON
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Posted: August 26, 2022

EMPLOYMENT OPPORTUNITY

Beausoleil First Nation is seeking one (1) energetic and capable person to facilitate Economic Development initiatives in our community. The qualified individual must have the ability to provide guidance and leadership to assist the First Nation in realizing our goal of being self-sufficient and build an economy within. Preference will be given to applicants who are of Aboriginal Descent.

Job Title: **Community Economic Development Officer**

Experience, Knowledge and Education:

The Economic Development Officer must have demonstrated knowledge of economic development, report preparation, and interpersonal management techniques. The qualified candidate must have excellent computer skills including MS Office applications, word, excel, power-point, publisher, access, outlook, and explorer.

The First Nation will be interviewing interested applicants who have a minimum of a Grade 12 education and a minimum of 2 years progressive experience in managing First Nation government projects. The ideal candidate must possess high quality skills in verbal and written communication, presentation; time management, you must also have a reliable network of support in the Economic Development field and demonstrated abilities in Facilitation and a valid driver's license and access to a reliable vehicle. Must be able to meet Beausoleil First Nation's Covid 19 vaccination policy requirements prior to employment.

Interpersonal Skills:

The position requires excellent customer service and Human Relations to provide service to the First Nation membership.

Supervision:

The Economic Development Officer works under the direct supervision of the First Nation Administrator. Provide direct supervision of the Tourism Management personnel, and financial and administrative programming support where required.

Initiative:

A high degree of personal initiative is required to maintain personal enthusiasm and momentum; Ability to work without supervision; energetic; enthusiastic; creative; analytical; assertive but courteous; good humoured; patient; professional; passionate belief in the future of our community.

Salary: DOE/DOQ

Duration: Full-time /permanent

Hours of Work: 35 hours a week

Duties: *May include but not limited to:*

- Develop proposals to support First Nation projects
- Develop implementation plans for projects and facilitate completion with times-lines and budgets
- Continue with the development of our Cabin Rental Proposal
- Direct and supervise current staff
- Provide updates to council
- Assist clients with the development of business plans
- Refer clients to funding agencies
- Liaise with funding agencies & coordinate presentations and meetings in the community
- Travel to committee and association meetings related to Economic Development
- Continue with the development and implementation of the BFN's Sustainable Development Master Plan
- Facilitate the development of committees and management boards required for First Nation projects
- Develop presentations for Community, Council, Committees.
- Initiate discussions and facilitate meetings with Companies interested in pursuing partnerships and Economic Development related services to BFN

Closing Date: **Until Position is Filled**

*To review a full list of duties and expectations of this position, please contact: Human Resources: 705-247-2051

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Attn: H/R Mgr. Applications must consist of the following: **Cover letter, current resume, Diploma/Certificates, 2 Employment references.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable to jobs@chimnissing.ca and fax# 705-247-2239, however, applicants selected for an interview must present the original signed letter of application at the interview. Beausoleil First Nation has a vaccination policy in effect.

We thank all who apply, however, only those selected for an interview will be contacted