



Tobacco Plains Indian Band Employment Opportunity

TITLE: Community Economic Development Officer
DEPARTMENT: Economic Development **TERM:** Perm. Full Time

The Tobacco Plains Band is a rural First Nations community seeking a resourceful, self-motivated individual to fill the Community Economic Officer position within the Economic Department.

Summary:

The purpose of the Community Economic Development Officer (EDO) is to provide support across all facets of the activities of the Community Economic Development department. The individual in this role will have a diverse range of tasks to perform, including support to the entrepreneurial activities of Tobacco Plains members, business development and operation of TPIB businesses, participation on various committees related to community economic development including IMBA (Teck) and JMAC (Canfor). The actions and activities of the EDO will be aligned with the TPIB strategic plan, and directly related to the work plans of specific projects and initiatives.

Duties and Responsibilities:

- Functions equally and effectively as a self-directed professional working independently in the field, and as a contributing member to the team.
- Develop, maintain and apply a comprehensive awareness of Aboriginal and non-Aboriginal economic development approaches, and of the nature / structure / functioning of all kinds of economies, to economic development initiatives.
- Develop, maintain and apply a comprehensive awareness of different types of organizational structures and governance models, including private, nonprofit, government; and basic financial processes and terminology, to be used in proposal preparation and business presentations.
- Demonstrate excellent oral communication skills, and ongoing development of written and computer communication skills to perform all communication functions of the position, particularly to obtain economic development information in the field. Continuously develop / upgrade computer skills to further enhance communication abilities.
- Use effective economic development practices, community-based research skills, and a well-developed knowledge of contextual issues to assess, design, deliver and evaluate economic development initiatives.

Qualifications:

- Diploma/Degree in Business Administration and 5 years+ experience working with economic development practice and theory, including general understanding of economics; and/or a combination of education and work experience;
- Managerial Accounting, basic financial accounting principles including bookkeeping, reading financial statements, developing capital and operating budgets, tracking cash flow, and undertaking financial planning.
- Understanding of First Nations economic development and current development issues/ challenges (including both First Nation and Non First Nation perspectives).
- Strong communication skills: oral and written;
- Strong computer skills, and the ability to utilize a variety of internet tools;
- Community based research and analysis of potential impacts of developments on communities.

Remuneration: Salary will commensurate with experience and qualifications. A benefits package and pension plan will be offered.

Please forward your resume, cover letter marked confidential:

Front Desk
Tobacco Plains Band Administration
Box 76
Grasmere BC V0B 1R0
FAX: 250-887-3424 EMAIL: TBrewer@tobacco Plains.org

Closing Date: October 2, 2019 @ 4:00pm

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

