



NISGA'A TS'AMIKS VANCOUVER SOCIETY

100 – 525 West 10th Avenue, Vancouver, B.C. V5Z 1K9

Telephone: (604) 646-4944 Toll Free: 1-866-646-4944 Facsimile: (604) 646-4955 Site: www.tsamiks.com

Position: Economic Development Officer
Supervisor: CEO
Hours: 37.5 hours per week
Term: Full Time Permanent Position
Location: 100 – 525 West 10th Avenue, Vancouver, BC

INTRODUCTION:

As the coordinator of all economic development functions of Nisga'a Ts'amiks Vancouver Society ("the Society"), the Economic Development Officer (EDO) is responsible for managing all economic development initiatives for the Society.

ACCOUNTABILITY: The EDO is accountable to the CEO.

RESPONSIBILITIES:

1. Marketing

- To develop and maintain marketing procedures for Society assets;
- To market the Society to local businesses, industry and government representatives for potential opportunities;
- To provide orientation information and effective referrals to individuals and businesses regarding economic development activities;

2. Economic Development Initiatives

- To generate revenue for the Society through special projects, activities, business development, or other initiatives;
- Excellent communication skills, including the ability to network, build and foster positive relationships with community members, staff, other managers and government;
- Complete grant funding applications and reports, including core economic development funding applications and reports as needed;
- To generate employment for Society membership through business development activities;
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills;
- To solicit economic development grant funding for the Society;
- To develop and maintain a local economic development strategy;
- To perform continuous assessment of economic development needs and opportunities in the region;
- Provide small business and employment development support to community members;
- Organize and facilitate community workshops regarding economic growth and future initiatives;
- To liaise with key economic development stakeholders;
- Able to create and manage a budget with strong working knowledge of Microsoft Office software suites.
- To track economic development trends and activities at all levels.

Required Qualifications and Skills:

College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD);

Working experience in Economic Development, marketing, and public relations; preference will be given to applicants with 5 or more years of relevant experience in local government;

Must possess a valid Driver's License

Time management and organizational skills, ability to assume responsibility and meet deadlines while being flexible to accommodate shifting priorities;

Ability to comprehend and develop policy papers, technical papers, and present technical data to supervisors, community members and other key partners;

Excellent communication skills, including the ability to network, build and foster positive relationships with community members, staff, other managers and government;

Reliable and dependable, proven through past work experience; and

VALUES AND PRIORITIES:

At all times, employees of NTVS are to be examples of NTVS values and work towards Unity. Employees of the Society will at all times treat each other, Society members, the Board of Directors and NTVS community partners with respect and courtesy.

All employees must submit a criminal record check.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

APPLICATION DEADLINE: Please send a **Cover Letter** and **Resume** via email by 5:00 pm on Thursday June 7, 2023 to hr@tsamiks.com or FAX: 604-646-4955.

Note: Only those who meet the criteria and have been screened through for an interview will be contacted.