

POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: *Economic Development Specialist (“EDS”)*

DATE: *October 5, 2022*

PROGRAM: *Economic Development*

REPORTING TO: *Fiscal and Economic Director*

OVERVIEW

?Akisq̓nuk First Nation (“AFN”) is a member Community of the Ktunaxa Nation. AFN Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan “Our Thinking” and continue to progress and move our Community forward.

POSITION SUMMARY

The Economic Development Specialist, under the guidance of the Fiscal and Economic Director, is responsible supporting for AFN’s economic aspirations of being economically self-reliant and having sustainable employment. The EDS plays a key role in supporting current businesses, exploring business opportunities, and attracting new businesses in the AFN community. The EDS looks for ways to leverage the tourism and other local and regional economic activities. The EDS is responsible for planning, developing, coordinating and implementing economic development policies, strategies, and initiatives that improve the community, socioeconomic, and business development for the AFN.

KEY RESPONSIBILITIES

1.	Administrative <ul style="list-style-type: none">• Carry-out administrative responsibilities as required such as policy development, reporting, etc.• Assist in the annual budget preparation and maintenance for economic development, monitor expenditures, analyze costs and ensure expenditures are within annual authorized limits.
2.	Strategic Planning <ul style="list-style-type: none">• Facilitate the development of long and short term economic strategic plans that include clear goals, strategies and performance measures.• Lead the implementation of the developed strategies through the development of an annual work plan that identifies priorities and

3.	<p>Advocacy</p> <ul style="list-style-type: none"> • Advocate (as appropriate) on behalf of the ᐃAkisq̄nuk Band and Band member businesses on a local, regional and provincial basis. • Develop relationships with industry and sectors that would support ᐃAkisq̄nuk economic development goals and objective.
4.	<p>Business Development</p> <ul style="list-style-type: none"> • Support the Band and Band member businesses in developing capacity to respond to economic opportunities. • Secure funding/financing for Band economic activities and programs.
5.	<p>Research</p> <ul style="list-style-type: none"> • Remain current with relevant laws, regulations, covenants, policies, trends, etc. • Identify and remain current with funding/financing opportunities or partnerships available to further the economic development goals/initiatives of the community. • Identify and analyze information that could have significant economic impact on the community and its members. <p>Implement systems required for effective collection and analysis of relevant economic data</p>
6.	<p>Support</p> <ul style="list-style-type: none"> • Provide advice and guidance to leadership and membership about economic development and business management. • Prepare and assist with business and feasibility plans. • Provide support in achieving strategic planning goals.
7.	<p>Partnerships</p> <ul style="list-style-type: none"> • Represent the AFN in regard to Nation, provincial and regional economic forums, boards and committees as appointed or directed by the Fiscal and Economic Director. • Seek strategic partnerships, joint ventures or other such relationships that will facilitate the achievement of AFN economic strategic plans.
8.	<p>Inter-departmental</p> <ul style="list-style-type: none"> • Work with appropriate Nation and Band departments to inventory the skill and education level of Band members to know what skills are available and what skills need to be developed to maximize participation in economic opportunities. • Work with appropriate Nation and Band departments in land development in
9.	<p>Branding and Marketing</p> <ul style="list-style-type: none"> • Develop branding and marketing strategies for AFN. • Ensure that Band economic activities are aligned with community branding efforts and marketing.
10	<p>Communication</p> <ul style="list-style-type: none"> • Attend community and council meetings to provide updates or information as needed and/or requested. • Make regular contributions to the Band newsletter relevant to economic development.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Qualifications

- Minimum 4 year degree in business administration.
- Economic Development Certificate or designation.
- Minimum of three (3) years of related experience with demonstrated background in economic development including marketing and business development.
- Demonstrated experience in project management, business research, report writing, problem solving, public speaking and public relations.

Competencies

- Strong inter-personal skills.
- Previous experience working with and within First Nations communities.
- Ability to think and act strategically as well as foster a positive productive work environment.
- Proficient in Windows and Microsoft Office applications, the internet and all social media.
- Valid BC driver's license and reliable vehicle.

Available to work flexible hours when required.

CRITICAL SUCCESS FACTORS

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.