

## **First Nation of Na-Cho Nyak Dun (FNNND)**

**Position Title:** Economic Development Officer  
**Department:** Governance  
**Supervisor:** Manager, Implementation and Governance  
**Date:** September 2017  
**Status:** Regular Full-time Term  
**Classification:** Level 6

---

### **Job Summary:**

The Economic Development Officer reports to the Manager, Implementation and Governance for the First Nation of Nacho Nyak Dun (FNNND). The incumbent is responsible for facilitating community and economic development planning and initiatives; identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects; and promoting the community in order to expand economic development activities. The incumbent will be responsible for securing funding to help to support this position through the submission of proposals to various funding agencies and will also assist in the planning of activities related to the socio-economic health of FNNND, in consultation with the Chief and Council and other FNNND departments, as well as Community Members, Local Business People, FNNND Development Corporation and other major corporations and networks.

### **Main Duties:**

- Facilitate FNNND community economic development planning and incorporate FNNND Council's overall strategic vision for economic development;
- Research and provide recommendations on community economic development opportunities;
- Evaluate results of economic development studies, agreements and make recommendations;
- Maintain economic development files and reports;
- Liaise with the Manager, Implementation and Governance regarding Chapter 22 Economic Development Measures;
- Assist with the implementation of Chapter 22 of the First Nation of Na-cho Nyak Dun Final Agreement;
- Assist with the implementation of other FNNND economic development and related agreements;
- Liaise with outside government agencies, which have responsibilities related to economic development in the Yukon;
- Advise the community of new economic development and business opportunities within the traditional territory, including employment opportunities;
- Assist in the preparation of any documents, which may be required to support and discharge this positions responsibilities (i.e. Annual Work Plan, Budget, General Assembly Reports);

- Consult and regularly meet with Human Resources, Education/ Training and Social Program departments and the Senior Management Team to identify potential Citizens who could benefit from economic development initiatives;
- Liaise with other FNNND departments to keep current on economic profiles of the region and community;
- Administer the FNNND Business Registry and the FNNND Employment Registry; and
- Cooperate with and assist Liaisons and other positions created through Comprehensive Benefit Agreements (CBA); and
- Perform other related duties as required as roles and responsibilities are further defined.

**Secure Funding for economic development activities and other programs:**

- Research private and public sector economic development funding opportunities;
- Prepare proposals for funding to support community economic development and proposal writing for other FNNND departments;
- Serve as FNNND's representative and ambassador for the Arctic Innovation Prize and network with other National or International Funding Agencies and Foundations as required.

**Promote the community in order to expand economic development opportunities:**

- Represent the community at regional, territorial and national meetings and conferences on economic development as requested;
- Develop community and regional economic development networks;
- Develop a Human Resources Registry as well as a Business Registry;
- Attend trade shows when requested;
- Develop a communications strategy for FNNND business opportunities;
- Work with local organizations to develop sectoral strategies to promote various economic development opportunities (i.e. tourism, arts and crafts);
- Work with local organizations to develop brochures and promotional materials;
- Promote the use of FNNND Citizen business services; and
- Liaise with industry and government representatives to promote FNNND businesses and entrepreneurial initiatives.

**Impact / Accountability:**

The major responsibility of this position is the translation of funding agency terms and conditions into operational activities and projects. The intended impact of the position's activities is on the effectiveness of the various programs. Furthermore, as self-sufficiency and independence for FNNND Citizens is a priority goal of Chief and Council, programs initiated through this department are motivated by the positive results for Citizens. The overall goal is improvement of the standard of living and quality of life for FNNND Citizens.

**Decision Making:**

The position works within broad parameters established by the Manager, Implementation and Governance with some alternatives to choose from in developing program direction. Problems must be solved within parameters established by funding agencies. The Economic Development Officer advises on investments, opportunities and proposals to the Management Committee and Chief and Council. The Chief and Council depend on the recommendations provided by the Economic Development Officer. The incumbent may be asked to hire and supervise Business Advisors periodically.

**Key Personal Contacts and Nature of Contacts:**

<b>WHO</b>	<b>NATURE OF CONTACT</b>
Elders	Traditional cultural rules apply
FNNND Citizens	Create awareness of relevant information
Chief and Council	May be asked to exchange information with and give advice to
Executive Director	Reports to and will advise; prepare reports for
Management Team	May be asked to provide advice and reports to
Staff	To exchange information regarding intergovernmental matters
First Nation Organizations	To coordinate efforts with YFN's and AFN if needed
Federal, YTG, Private Business Sector and Industry	To exchange and receive information on behalf of NND
Advocacy Organizations in support of First Nations Interests: 1. Council of Yukon First Nations (CYFN); 2. Assembly of First Nations (AFN); 3. Land Claims Agreement Coalition (LCAC); 4. Self-Government Secretariat (SGS); 5. All Chiefs Forums / Summits; and 6. Others as directed.	To exchange information, caucus and strategize in advancing First Nations rights and interests

**Positions to Supervise:**

- Contractors and Negotiators working on behalf of FNNND.

**Working Conditions:**

Interruptions occur often. Some concentration is required in performing duties under deadline. Due to the expectations associated with the position, the incumbent may have to deal with upset individuals. The employee may often have to work overtime or a flex work week and respond to “emergencies”.

**Qualifications:**

**1) Education & Experience:**

- Bachelor of Commerce, Business Administration, Economics, or equivalent and three years of economic development experience; and
- An Ec.D, TAED, or PAED is preferred;  
*(Ec.D = Certified Economic Development Officer through the Economic Developers Association of Canada (EDAC))*  
*(PAED = Professional Aboriginal Economic Development Officer through the Council for the Advancement of Native Development Officers (CANDO))*  
*(TAED = Technical Aboriginal Economic Developer through CANDO)*

**2) Knowledge and Skills:**

The incumbent must have knowledge in the following areas:

- Local, regional and territorial economic development potential and opportunities;

- Business planning;
- Financial management;
- Understanding of financial statements and writing reports;
- Office administration; and
- An understanding of the northern economic, cultural and political environment.

The incumbent must demonstrate the following skills:

- Ability to identify and promote economic development projects and initiatives;
- Team building skills;
- Analytical and problem solving skills;
- Decision making skills;
- Effective verbal, presentation and listening communication skills;
- Effective written communication skills;
- Stress management skills; and
- Time management skills.

The incumbent must maintain strict confidentiality in performing the duties of the Economic Development office. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible; and
- Demonstrate sound work ethics.

### **3) Office Procedure/ Equipment Skills:**

- Computer skills (Microsoft Office);
- Phone, fax, copier;
- Internet, E-mail, word processing, and Excel; and
- General office procedures, filing, and database management.

### **Conditions of Employment:**

- Valid Class 5 Driver's License and Driver's Abstract
- Security Clearance