



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Economic Development Officer
Department: Governance
Salary Range: Starting \$29.60 per hour (Level 6)
Term: Full Time Term until March 2019 (75 hrs/ bi-weekly)
Closing Date: September 22nd, 2017

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.

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;
- Assist and Liaise with the Manager, Implementation and Governance in implementation of Chapter 22 Economic Development Measures;
- 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).

Qualifications:

- Bachelor of Commerce, Business Administration, Economics, or equivalent and three years of economic development experience; and
- An Ec.D, TAED, or PAED is preferred (*see job description for definition of credentials*);

Conditions of Employment:

- Valid Class 5 Driver's License and Driver's Abstract; and
- Security clearance.

If the substantive position interests you through a flexible working arrangement, job share, under-fill, or professional services contractual arrangement, please respond with your expression of interest to the undersigned.

For a copy of the job description or to submit your Cover Letter and Resume please contact:

Ronalda Moses, Manager, Human Resources
First Nation of Na-Cho Nyäk Dun
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