



Employment Opportunity

ECONOMIC DEVELOPMENT OFFICER

Position Overview

The Economic Development Officer (EDO) is a highly visible, accomplished professional, who reports to the Operations Manager. The EDO must have the ability to:

- make good strategic decisions
- demonstrate strong civic and community leadership
- build relationships with economic development partners, the business community, and area municipalities
- Develop Business Plans

The EDO will work with community members and UFN to explore business opportunities and assist in the development of business plans. The EDO will work closely with the Education and Employment team to ensure community members are trained and ready to work in the new job opportunities as a result of any new businesses in the community.

Duties and Responsibilities

- Compile and update relevant economic data as required, whether it is from Statistics Canada, Province of British Columbia or economic development partners and develop a "Community Profile" for distribution to potential investors and researchers.
- Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.
- Secure funding for economic development activities and programs.
- Development an annual work plan designed to promote Economic Development for Ulkatcho First Nation and community members in line with the UFN Strategic Plan
- Develop resources to support, implement, and monitor effective marketing strategies.
- Attend Council meetings and other committee meetings as required.
- Maintain an awareness of regional, provincial and federal economic planning programs and activities.
- Develop and maintain active contact with other business and economic development organizations, and government agencies in order to stay abreast of current programs and



services, and ensure that the Nation's interests are served.

- Attend participate/facilitate community meetings, often with Council members, to provide information and updates to the public at large.
- Prepare progress report to be presented at scheduled community meetings
- Build and develop relationships with various public and private sector representatives in order to grow the local economy and support economic goals.
- Work with the Ulkatcho First Nation departments to aid in obtaining access to Community Improvement Plan Grants, and ensure a team approach to supporting the navigation of a new or expanding venture through the various planning approval processes.
- Maintain confidentiality in accordance with Ulkatcho First Nation confidentiality Policy.
- Other duties as assigned

Key Competencies:

The EDO must have proficient knowledge in the following areas:

- Economic development theories and practices.
- Business planning and business expansion/marketing strategies.
- Financial management and analysis.
- Have an understanding of the Municipal and Business Planning.
- Local, regional and provincial economic potential and opportunities.
- Understanding of relevant legislation, policies and procedures.
- Understanding of the local economic, cultural, and political environment.

The EDO must demonstrate the following skills:

- Ability to develop and analyze business plans.
- Ability to identify and promote community economic development projects and initiatives.
- Ability to prepare research and prepare statistical reports to committees, Council, and the community.
- High level of proficiency with computer programs including Word and Power Point.
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues.
- Possesses a strong sense of personal integrity and upholds ethical practices.
- Stress management and time management skills.



Ulkatcho

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Education and Experience:

- College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD) or Economic Development Planner;
- Economic development certificate is an asset;
- Working experience in Economic Development, marketing, and public relations;
- A Driver's License valid in the Province of British Columbia or the ability to obtain one.

Working Conditions / Job Environment:

Work is conducted in an office environment in Anahim Lake, travelling off-site as needed for meetings and events and may be required to work outside regular business hours.

To apply for the position, submit your resume with supporting documents to HR@ulkatcho.ca Include "Economic Development Officer" in the subject line of the email.

For more information on the position contact Brian Johnson UFN Operations Manager, at or email bjohnson@ulkatcho.ca