



February 20, 2019

EMPLOYMENT OPPORTUNITY

Manager of Community Economic Development *Permanent, Full-time*

The Whitefish River First Nation is seeking a motivated individual to fulfill the role and responsibilities for the position of Manager of Community Economic Development (MCED). The Manger of Community Economic Development (MCED) is a highly visible, accomplished professional who will deliver positive results benefiting our community.

The Manger of Community Economic Development (MCED) is responsible for developing and coordinating the implementation of an Economic Development Strategic Action Plan. The incumbent will have a lead role in activities and initiatives that will attract investment and business opportunities to WRFN and will actively support (and/or lead) business retention and expansion activities that will benefit Whitefish River First Nation.

As the Manager of Community Economic Development, the successful applicant will be responsible for but not limited to the following key responsibilities (full job description available upon request):

- ▶ Manage and oversee the Whitefish River First Nation Community Economic Development Corporation.
- ▶ Responsible for developing and coordinating the implementation of the WRFN Community Economic Development Plan.
- ▶ Assumes a lead role in activities and initiatives that will attract investment and business opportunities to WRFN and will actively support (and/or lead) business retention and expansion activities that will benefit the WRFN community.
- ▶ Knowledge and application of Community Economic Development theories and practices.
- ▶ Ability to develop and analyze risks/benefits of business plans.,
- ▶ Effective negotiation and mediation skills.
- ▶ Experience working effectively with First Nation communities and/or organizations and understanding the cultural environment of First Nations communities.
- ▶ Must have the ability to effectively promote economic opportunities through various media.
- ▶ Proven experience in preparing and administering budgets.
- ▶ Must have the ability to effectively plan, organize and implement strategic objectives.
- ▶ Effective verbal, written and presentation communication skills.
- ▶ High level of competency in computer software including Microsoft Office (Word, Excel, Outlook, PowerPoint).
- ▶ High professional and ethical standards and demonstrated sound ethics and integrity.
- ▶ Assist with the management and marketing of Band-owned properties.
- ▶ Supervise contract employees, temporary staff and/or students as required consistent with WRFN Personnel Policies.

Qualifications:

- ▶ College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer or Economic Development Planner.
- ▶ Economic development certificate is an asset.
- ▶ Demonstrated successful working experience in Economic Development, marketing, and public relations;.
- ▶ Valid driver license.

Interested applicants to forward a cover letter and resume with 3 current letters of reference no later than 12:00 noon, March 15, 2019.

**Whitefish River First Nation
17A Rainbow Ridge Road,
Birch Island, ON, P0P 1A0
Attn: Art Jacko, Band Manager**