



JOB POSTING

Stk'emlupsemc Enterprises Inc (SEI) is a fast-growing vibrant organization committed to the development and progress of its members and community. As such, SEI invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Economic Business Development Officer

SUPERVISOR: SEI Board of Directors

TERMS: Full Time, Permanent

PURPOSE OF POSITION:

The Economic Business Development Officer is responsible for the professional expertise, program direction, planning, and operational implementation for the short and long-term economic business development of SEI. This includes the coordination, direction, and implementation of programs and projects that support economic commercial, office, and industrial development; workforce development; the attraction of and assistance to domestic and international businesses; small business development initiatives; and/or other economic development, redevelopment programs or projects. This position oversees program administration including, negotiating, contract management, stakeholder communication, general administration duties, among other aspects to ensure the management of all economic aspects within SEI.

DUTIES AND RESPONSIBILITIES:

- 1. Assists in the planning and developing of budgets to ensure the appropriate management, coordination and implementation of short and long-term business development within SEI (80%)**
 - Clearly communicates economic/project plans and needs to address the SEI's goals and objectives.
 - Coordinates, directs and implements programs and projects that support economic commercial, office, and industrial development; workforce development, the attraction of and assistance to domestic and international businesses; small business development initiatives, and/or other economic development, redevelopment programs or projects.
 - Develops, vets, and briefs economic/investment opportunities before they are presented to SEI
 - Promotes the development of business opportunities with existing partners.
 - Directs, oversees, and participates in the solicitation of proposals from new partnerships.
 - Oversees and participates in negotiation of development contracts with new partnerships.
 - Reviews and prepares reports on economic development activities for SEI and joint council.
 - Meets and works with target committees, special interest groups, non-profit organizations and neighbourhood groups concerning economic development issues and problems.
 - Initiates all Economic Business Development projects, programs, proposals, reports satisfying Economic Business Development strategic plans as required.
 - Performs all duties and responsibilities in accordance with SEI policies, standards, and procedures.
 - Maintains confidentiality on all matters relating to the affairs of SEI and SSN.

2. As the Economic Business Development Officer participates in management and administrative meetings as required to contribute to the overall sound management practices of SEI.

- Assists in the development and implementation of policies, procedures, administration, and management of all economic business development related activities.
- Educates and shares information with SEI board on Economic Business Development plans, initiatives, and projects.
- Liaises between SEI and SSN and ensures organizational strategies are aligned and implemented accordingly.
- Considers efficiencies where appropriate.

3. Other related duties as necessary.

Professional Certification, Education and Experience:

- Post-secondary degree in Business or Economics or an equivalent combination of education and experience.
- Experience in creating and implementing feasibility, business, and project planning.
- Demonstrated financial and economic analysis experience.
- Strong understanding of income statements and other financial documents.
- Strong negotiation and communication skills.
- Well organized with excellent risk management skills.
- Knowledge and experience in partnership development, joint venture structures and contracts.
- Knowledge and experience in marketing and promotions.
- Ability to manage competing priorities and meet timelines and objectives.
- Knowledge of the SSN culture and traditions would be an asset.
- Must possess a valid Class 5 Driver's Licence.
- Knowledge of First Nation governance, government programs and services would be an asset.

Skills and Abilities:

- Working knowledge of organizational economic business concepts and practices.
- Working knowledge of agencies, legislative and business model developments.
- Working knowledge of finance, human resources, and program delivery.
- Demonstrated ability to plan, develop, implement, and advise on tactical initiatives and responses.
- Demonstrated ability to research and gather data from a variety of sources, analyze information and draw logical conclusions, resolve problems, or make recommendations.
- Demonstrated ability to provide effective and tactical advice and counsel.
- Ability to market and advertise projects.
- Demonstrated ability to successfully establish and maintain respectful, productive, and cooperativeworking relationships.
- Demonstrated and proven ability to negotiate, collaborate and consult using tact and discretion.
- Demonstrated ability to write reports, communicate and present information.
- Demonstrated ability to lead and facilitate group sessions and deliver effective presentations on controversial subject matter to potentially unreceptive, critical or hostile.
- Demonstrated ability to use initiative and ingenuity in a demanding environment with minimal resources.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Ability to work in a cross-cultural environment.
- Should possess a good understanding of the Secwépemc culture and issues would be an asset.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.
PAY GRADE: \$75,000 - \$85,000/annum (based on education and experience)

SEI thanks all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is SEI Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Open Until Filled

Submit cover letter and résumé to the attention of: Jordann Hazelwood

Email: careers@stkemlupsemc.ca

SEI thanks all applicants for their interest; only applicants shortlisted will be contacted.

www.stkemlups.ca