



McLeod Lake Indian Band

Community Economic Development Director

PURPOSE OF THE POSITION

The Community Economic Development Director is responsible for facilitating, promoting and ensuring community and economic development in order to secure opportunities for economic; business development and increase in member employment. The incumbent will manage the Tse'khene Community Development Corporation, will seek direction from a Board of Directors and report to Chief and Council through the Band Administrator. This position is based in Prince George with 25-30% travel required.

RESPONSIBILITIES

1. Facilitate community and economic development planning in order to identify and establish economic development opportunities through the management of an economic development corporation;
 1. Facilitate the community and economic development planning process
 2. Develop economic profiles of the region and community
 3. Facilitate the development of a community economic development plan including vision, goals and objectives
 4. Research and provide recommendations on community economic development opportunities
 5. Evaluate results of economic development studies and agreements and make recommendations
 6. Identify sectorial opportunities for economic development (i.e. mine support, tourism, retail, forestry, arts and crafts, etc.)
 7. Act as a liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development;
 8. Develop partnerships within the community to develop and promote opportunities
 9. Assist local organizations, businesses and individuals to take advantage of economic development opportunities and major projects
 10. Assist with the development of job creation projects
 11. Conduct surveys and research on market opportunities
 12. Identify capital development program opportunities
 13. Identify community training and development requirements to take advantage of economic development opportunities
 14. Secure funding for projects
 15. Supervise staff
 16. Promote McLeod Lake Indian Band
 17. Provide oversight for MLIB entities.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have knowledge in the following areas:

1. Community Economic Development theories and practices
2. Local, regional and provincial economic development potential and opportunities
3. Financial management and analysis
4. Economic development and business promotion
5. Supervision and office administration
6. An understanding of relevant band and municipal legislation, policies and procedures
7. An understanding of the economic, cultural and political environment

The incumbent must demonstrate the following skills:

1. ability to analyze business plans
2. ability to identify and promote community economic development projects and initiatives
3. team building skills
4. decision making skills
5. effective verbal, presentation and listening communications skills
6. effective negotiation and mediation skills
7. effective written communications skills
8. stress management skills
9. time management skills

Qualifications:

- Bachelor of Commerce, Planning, Marketing, Public Administration or Economics or an equivalent level of experience and education.
- Minimum of 5 years of experience.
- Must hold a valid Class 5 driver's license.
- An understanding of the Tse'khene traditions and language is considered an asset.

Submit resumes to:

Joy Davy
Human Resources Advisor
General Delivery
McLeod Lake BC V0J 2G0
hrdept@mlib.ca
Fax: 250-750-4420

The position will be remaining open until filled

For a more detailed job description, please email hrdept@mlib.ca