



## Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Economic Development Coordinator	Employee	Full-time	7	\$63,835 - \$90,500
Reports to	Department	Hours of Work	Benefits	
Manager, Community Development	Nishnawbe Maajijikaywin	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

### Job Overview

The Economic Development Coordinator is responsible for developing and delivering a number of economic developments, business and capacity development supports, tools, and resources for First Nation communities and clients in Northern Ontario.

### Job Duties and Responsibilities

1. Coordinates the development and implementation of an Aboriginal Business Incubator or related program at NADF, serving First Nation communities and people in the NADF service area. This includes identifying and providing targeted, one on one business development and mentorship supports to individuals, communities, and/or partnerships.
2. Coordinates the development and delivery of presentations, workshops, toolkits, and other capacity development materials related to Community Economic Development (CED) with a specific focus on aboriginal economic & business development.
3. Identifies, coordinates, and supports new business and partnership development opportunities and proposals from First Nation clients in the NADF service area.
4. Research and analyze opportunities, challenges, and information related to supporting aboriginal economic and business development in Northern Ontario.
5. Works closely with other NADF staff and community representatives to ensure effective collaboration, cooperation and coordination is taking place related to economic and business development efforts.
6. Conducts ongoing outreach to ensure NADF economic development activities are responsive and relevant to the needs and interests of people and communities in the NADF operating area.
7. Liaises with First Nation communities, agencies, and organizations and any reasonable information source as required.
8. Attends internal or external meetings as required.

### Qualifications and Experience Required

#### Education

A Bachelor's degree in Business Management, Business Administration and/or Community Economic Development, and/or a relevant degree

#### Experience

A minimum of ten (10) years' experience in business and economic development.

**Knowledge and Skills Required**

1. Strong and proven business planning, financial analysis, business assessment and partnership development skills.
2. Strong grasp of Community Economic Development (CED) concepts related to opportunity identification, business structures, financing, entrepreneurship, social enterprise, and capacity development within an Aboriginal context.
3. Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs and communities.
4. In-depth knowledge of the economic climate and business development priorities of the First nation communities and people in northern Ontario.
5. Demonstrated ability to be entrepreneurial in handling multiple tasks and projects and meeting established goals with specific time frames.
6. Strong problem identification and problem-solving skills.
7. Strong written and verbal communication skills including demonstrated ability to write reports and proposals, and strong presentation skills.
8. Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
9. Excellent planning and organization skills with the ability to work independently and prioritize to meet deadlines.
10. Proficient in Microsoft Office 365 and Adobe design software.

**The Employee will be Responsible For**

1. Performing the duties and responsibilities of the position to the best of their ability.
2. Acting in accordance with relevant legislation and company policies and procedures.
3. Protecting confidential and proprietary information of the company, its employees, and clients.
4. Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
5. Understanding and fostering the company's mission and vision statements.
6. Understanding and fostering the company's values and ethical statements.
7. Understanding and fostering the company's Vivid Vision.
8. Maintaining a safe workplace to avoid putting themselves or others in danger.
9. Presenting a positive and professional image of the company.

**Conditions of Employment**

1. Valid Class G driver's license.
2. A reliable personal vehicle would be preferred.
3. Ability to obtain required vehicle insurance.
4. Ability to work a flexible schedule.
5. Ability to travel as may be required.

**Note**

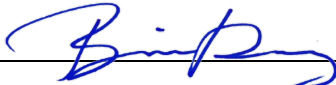


**Job Description**

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

**Signatures**

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

<b>Executive Director's Approval</b>	
<b>Date</b>	November 9, 2022
<b>Employee Name (Print)</b>	
<b>Employee Signature</b>	
<b>Date</b>	