



# Community Economic Development Coordinator

Uchucklesaht Tribe Government

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## Uchucklesaht

UTG is seeking a friendly and energetic individual to fill temporary full-time position with the Uchucklesaht Tribe Government. Reporting to the Chief Administrative Officer and Director of Finance, the **Community Economic Development Coordinator** will be responsible identification and implementation of economic development opportunities, including updating Uchucklesaht's Economic Development Plan per the Economic Development Act.

This role is responsible for planning and implementing economic recovery and business development activities with the intent of increasing economic diversification, growth, and resiliency for Uchucklesaht Tribe Government. The Community Economic Development Coordinator is responsible for:

- Strategic economic development planning;
- Implementation of market-focused strategies for Uchucklesaht businesses;
- Innovative approaches to economic recovery or resiliency, with specific focus on economic; recovery strategies in wake of COVID-19 pandemic;
- Identify market opportunities for Uchucklesaht Tribe, specifically relating to Uchucklesaht; recreational business and commercial fishing opportunities;
- Work collaboratively with government/community/business partners;
- Provide business support to Uchucklesaht business partners/assets (support for Cascadia; Thunderbird Spirit Water, and Uchucklesaht residential and recreational rental properties);
- Utilize organizational capacity to create incremental supports;
- Market development, creation of advertisement/marketing tools;
- Develop unified branding of Uchucklesaht Assets; and,
- Obtain funding for business development and governmental operations.

### Skills and Qualifications

The ideal candidate will have following qualifications:

- Degree in related field (commerce, economics, community economic development, community planning, Communications, or other).
- Experience in business and organizational support and planning.
- AFP (Applied Financial Planning), or CFRE (Certified Fund Raising Executive) designation, or funding analyst experience is considered an asset.
- 5 years progressive experience in a related industry/similar role.
- Proficiency with windows and Microsoft office software.

The ideal candidate will that the following skills:

- Strategic thinker and innovative problem solver.
- Progressive proposal/grant writing experience with proven success in securing grants, preferably in First Nations or non-profit sector.
- Solid understanding of budgets as they relate to proposals and grants.

- A commitment to professional ethics; ability to maintain confidentiality and use discretion with sensitive information.
- Knowledge of local and regional economic development potential and opportunities.
- Knowledge of financial management and analysis.
- Experience in economic development and business promotion.
- Understanding of the Indigenous economic, cultural, and political environment.
- Experience in market, governmental and business communications.
- Effective time management skills.
- Analytical and problem-solving skills.
- Ability to identify and promote community economic development projects and initiatives.
- Effective negotiation and mediation skills.
- Exceptional written communication skills.

**To Apply:** Please submit a cover letter and resume to the attention of the Director of Lands and Resources. Cover letter and resume can be submitted by email to Lysa Ray (lysa.ray@uchucklesaht.ca), fax (250-724-1806), or mail (5251 Argyle Street, Port Alberni, BC, V9Y 1V1). Please request and review the complete job description prior to applying.

**Closing Date: Friday, May 14, 2021**

*Thank you for your application. We will be in touch with those who are shortlisted for an interview.*