



Economic Development and Community Planning Coordinator

POSITION SUMMARY:

Under the Supervision of the Human Resources Manager, the Economic Development and Community Planning Coordinator will develop, monitor and coordinate all activities relating to Capital projects in the form of Infrastructure, Economic Development and Entrepreneurship Programs. The Economic Development and Community Planning Coordinator will liaison directly with Chief and Council, and Program Managers to address key planning areas, all of which are interrelated and interdependent, including: Community Development, Economic Development, Governance, Land and Resources, Health/Social, Culture and Education.

The Economic Development and Community Planning Coordinator will monitor programs, complete program assessments, monitor community developments, develop work plans/reports, complete funding applications and project management. Direct liaison will take place with Chief and Council, and Human Resources Manager relating to employment accountability, discipline and mediation.

Duties/Responsibilities

- Monitor Programs, budgets, and complete all reporting requirements.
- Consult, plan, liaison with department staff, community members and funding agencies for program development purposes.
- Ensure department work plans are developed and implemented in a timely manner.
- Ensure website is updated on a regular basis for information purposes.
- Coordinate meetings with Chief and Council to ensure Leadership involvement.
- Develop BCRs, file and register
- Obtain approval and authorization for cheque requisitions.
- Participate in program budget development and budget monitoring.
- Consult with external organizations and funders when necessary.
- Proposal development, management and monitoring
- Develop and coordinate programs, data collection, communications, documentation and reporting activities undertaken.
- Develop and follow planning framework that is in line with the community vision.
- Liaison with existing staff and community resources, build local planning capacity and engage our membership to the fullest.
- Assist with the development of Consultation Protocols and Multi-year Plans to build capacity in relation to the First Nation Capital projects in the form of Infrastructure, Economic Development, Lands and Resources and Entrepreneurship Programs
- Address key planning areas i.e; Governance, Land and Resources, Health/Social, Culture and Education and assist Program Managers with the development of appropriate programs and projects.
- Assist in the development of project work plans and a multi-year plans to improve consultation capacity with key stake holders
- Plan, organize, facilitate and document meetings and / or surveys with the community members, Elders , staff, Chief and Council and other key stakeholders to seek input and direction
- Adhere to First Nation Policy and Procedures
- Prepare and seek appropriate approval of meeting reports, progress reports and project reports.
- Participate in any training related to the work plan objectives.
- Gather funding criteria and applications for Capital projects and Entrepreneurship Programs. Specifically, Aboriginal Business Canada and Patricia Area Community Endeavours
- Advise and/or prepare briefing materials for Chief and Council, Program Manager and/or Committees.

- Communicate with Federal Government, Provincial Government, businesses, contractors, consultants, technicians, and other funding agencies.
- Coordinate training initiatives related to the maintenance and management of First Nation assets and Band owned enterprises (Ojibway Paradise Resort, Heavy Equipment Corporation, Eagle Lake Bingo Palace, Housing, Community Buildings, Roads and Infrastructure)
- Must represent the community of Eagle Lake First Nations on various internal/external Boards and Committees
- Oversee Eagle Lake First Nation Enterprises, specifically; Eagle Lake Contracting, Eagle Lake Bingo Palace
- Assist in meeting operation and maintenance requirements of all First Nation assets.
- Other related duties as required.

QUALIFICATIONS:

- Recognized diploma in Business, Community Development or Financial Management
- Thorough knowledge of Microsoft Word, Excel and Internet
- Excellent verbal and written communication skills (ability to write proposals, reports, calculate budgets and a variety of communications)
- Excellent oral communications skills
- Willing and able to travel for training courses if necessary.
- Project Management experience required.
- Supervisory experience required.
- Works well independently and as part of a team.
- Willing to lead community meetings with training and support.
- Access to transportation and valid Ontario Drivers License required.
- Ability to speak Ojibway is a definite asset.
- Successful criminal reference check (due at time of interview)

Interested candidates can submit their application by February 02, 2024 to;

Attention: Chief and Council

Box 1001

Migisi Sahgaigan, Ontario

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Email: political.coordinator@migisi.ca