



## Job Description

<b>POSITION:</b>	COMMUNITY ECONOMIC DEVELOPMENT CONSULTANT	<b>PROGRAM:</b>	NISHNAWBE MAAJIIKAYWIN
<b>REPORTS TO:</b>	SENIOR PROJECT MANAGER	<b>EFFECTIVE DATE:</b>	NOVEMBER 1, 2015
<b>WAGE BAND:</b>	5	<b>REVISED DATE:</b>	
<b>STEP RANGE:</b>	\$49,613 – \$62,801	<b>APPROVED BY:</b>	

### SUMMARY:

The Community Economic Development Consultant is responsible for developing and delivering a number of business and capacity development supports to Aboriginal clients in the Ring of Fire area of Northern Ontario.

### ACCOUNTABILITY:

The Community Economic Development Consultant is supervised by and is directly accountable to the Senior Project Manager.

### DUTIES AND RESPONSIBILITIES:

1. Liaises with clients and potential clients.
  - a) Provides information on NADF services and processes.
  - b) Provides over-all guidance to the client and potential clients for what is required in all phases of business development (from idea generation to business start-up).
  - c) Refers clients to business support staff for assistance in developing their business.
  - d) Able and willing to meet clients in respective communities as required within budget constraints.
  - e) Promotes all services provided by NADF during community visits.
2. Identifies, coordinates and supports new business development opportunities and proposals from Aboriginal clients in the Ring of Fire area.
3. Researches and analyses opportunities, challenges and information related to supporting new business development.
4. Develops and delivers presentation, workshop, toolkit and other capacity development materials to Aboriginal communities and clients.
5. Develop communications and outreach materials to enhance awareness of business development services being offered by NADF.
6. Works closely with other NADF staff, Matawa staff and community representatives to ensure effective collaboration, cooperation and coordination is taking place related to business development efforts.
7. Performs outreach (for example, meetings, presentations, promoting NADF programs and providing information on all complementary programs and services of NADF).
8. Liaises with Aboriginal communities, agencies and organizations and any reasonable information source as required.
9. Attends internal or external meetings as required.
10. Other duties as assigned and requested by Senior Project Manager or designate.



**STANDARDS OF PERFORMANCE:**

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
4. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
5. Adheres to NADF policies and procedures.
6. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
7. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
8. Works effectively and efficiently with a minimum of supervision
9. Knowledge of and commitment to the mandate and services provided by NADF.
10. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional Aboriginal.
11. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
12. Must be willing and able to travel by air and road to remote and rural northern communities.
13. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

**QUALIFICATIONS:**

1. A post-secondary diploma or degree in Business, Accounting and/or Community Economic Development, and/or with a minimum of five (5) years' experience of business development. A designation and/or graduate program (Masters) would be considered an asset.
2. Strong business planning, financial analysis, business assessment skills.
3. Strong grasp of economic development concepts related to opportunity identification, business structures, financing, entrepreneurship, social enterprise and capacity development.
4. Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
5. In-depth knowledge of the economic climate and business development priorities of the Aboriginals in Nishnawbe Aski Nation ("NAN") territory.
6. Demonstrated ability to be entrepreneurial in handling multiple tasks and projects, and meeting established goals with specific time frames.
7. Strong problem identification and problem solving skills.
8. Strong written and verbal communication skills including demonstrated ability to write reports and proposals; and strong presentation skills.
9. Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
10. Excellent planning and organization skills with the ability to work independently and prioritize to meet deadlines.
11. Strong problem identification and problem solving skills
12. Excellent knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.