

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: February 25th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time** position:

ECONOMIC DEVELOPMENT AND TOURISM OFFICER

Duties:

- Facilitate community and economic development programs
- Identify and foster community economic development opportunities, projects and initiatives
- Develop partnerships within the community to develop and promote opportunities
- Assist local organizations, businesses and individuals to take advantage of economic development opportunities and projects
- Assist with the development of job creation projects
- Action the items brought forward from the Tourism Feasibility Study
- Build relationships with tourism businesses in the area that offer Indigenous content relative to the Culture of Curve Lake First Nation
- Build and maintain relationships with key personnel at regional tourism organizations
- Research private and public sector economic development funding opportunities
- Prepare proposals for funding to support community economic development
- Assist with workplan development and mentor staff as needed
- Promote entrepreneurship as a career option
- Assist members who are considering entrepreneurship as a career
- Perform such other related duties as may reasonably be required by the Economic Development Coordinator

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- A post-secondary degree or diploma in marketing, communications, business administration, commerce or public administration or an acceptable combination of post-secondary education and experience (applicant must clearly demonstrate how experience meets requirements)

RATED REQUIREMENTS:

Knowledge/Skills:

- Knowledge of the local employment industry and the culture and traditions of the people of Curve Lake
- Knowledge of the Economic Development Department and Cultural services of the Curve Lake First Nation
- Comprehensive computer software knowledge including word processing, spreadsheet, presentation, database and electronic mail software
- Knowledge of the Economic Development of Curve Lake
- Knowledge of small business start-up supports and funding
- Strong written and oral communications skills

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Abilities:

- Ability to prepare and administer contracts
- Ability to comprehend, apply for and administer complex funding agreements
- Ability to work with partners and external agencies
- Ability to gather data, analyze results and formulate conclusions and recommend solutions
- Ability to communicate effectively using written or oral reports and group presentations

Personal Suitability:

- Proven track record in working on several initiatives as once, multi-tasking in a fast-paced environment
- An organized self-started with the ability to operate with little supervision, with a team and independently
- High respect for confidentiality
- High degree of initiative and self-direction

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position is \$57,614 to \$62,735 and based on a 39.5 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday March 11th, 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.