



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity

Director Economic Development

**Full Time Term Position starting as soon as possible– March 31st, 2018
(With possibility of renewal)**

Description:

The Director occupies a key partnership leadership role and is responsible for planning, organization, supervision of staff to achieve overall key objectives and activities of the Chiefs as directed by the Executive Director and working in collaboration with the Director of Finance.

Act as the lead on all APC Economic Development files and projects including implementation of the Strategic Plan for Sustainable Economic Development, partnerships with First Nations Business, Ulnooweg, Strategic Connections, NS Tripartite Economic Development Working Group and key JEDI including all federal and provincial partners involved in economic development activities or opportunities.

Who Can Apply: Applicants should possess a relevant post-secondary Degree, diploma or certificate from a recognized post-secondary institution. Those having a combination of relevant education and work experience will also be considered.

Experience: Applicants must have at least 5 years recent experience working with First Nations, preferably in the area of Economic Development. A combination of comparable, relevant and recent education and experience will also be considered.

Abilities & Skills:

- Represent the policy and priorities of APC or individual Chiefs and Councils as identified by the Executive Director in partnership with Ulnooweg Development Corp;
- Build strong & effective partnerships and relationships with all key Federal, Provincial, First Nations and the business sector;
- Oversee development and operational support to Regional Steering Committee on the implementation of the Strategic Plan for Sustainable Economic Development as well as procurement and workforce training with Ulnooweg;
- Working within the existing relevant policies, in conjunction with and subject to the approval;
- Preparing and managing the budget for the economic development department and adhere to all relevant policies, in conjunction with the subject to approval of the Director of Finance;
- Writing Proposals and work plans for APC Economic Development activities;

- Build Strong Effective Relationships with government officials and the business sector;
- Responsible for budget development and oversight to ensure adherence to budget;
- Reporting, developing proposals to Federal departments for Economic Development for funding and adherence to APC Policies;
- Ensure all reporting requirements are met;
- Implementation of work plans and implementation execution, production of Monthly articles/updates;
- Coordinate all Chief activities with proper notes and follow-up at all meetings;
- Hold community visits, committee meetings, government officials meetings;
- Communicate with Chiefs & Councils on the implementation of the Strategic Plan for Sustainable Economic Development;
- Work on Chiefs key policy priorities as well as the creation of policy alternatives on all aspects of economic development;
- Gather data to support policy alternatives/strategy requirements;
- Provisions of education and advocacy of economic development;
- Collaborate closely with AAEDIRP staff to integrate research in all activities;
- Update & Promote in collaboration with UInooweg the implementation of the Strategic Plan for Sustainable Economic Development 5-10 year plan – update monthly;
- Identification of key potential economic development or employment opportunities for First Nations;
- Identification of a skilled workforce and education as per strategy;
- Oversee website and central filing systems;
- Ensuring that all correspondence/documents are accurate, timely as is completed according to established guidelines;
- Attend all meetings to promote economic development policy objectives;
- All meetings are attended and ensure minutes are completed in a timely manner;
- Ensure APC webpage is up to date.

Performance Measurements:

- Responsible to manage the economic development section of the website and ensure that it is kept up-to-date with current events and information;
- Ensuring that all correspondence/documents are accurate, timely and are completed according to established guidelines;
- Regular and ongoing contact with First Nations, ACOA, INAC Amherst and Halifax and feedback and input from all persons working on the various project activities and the files;
- Updates will be sent as direction for Executive Director, especially on new announcements; (New notice can be announced on website, to book on presentations of various topics);
- Completion of tasks and work assigned;
- Completed daily, or after meetings; mostly by reviewing emails and responding as needed;
- Regular weekly status reports are completed with accuracy, quality and are timely;
- Working closely with APC's Director of Finance;
- Oversee notes & minutes or follow-up at all key meetings;
- Expenses are controlled and or reduced to the best of the ability in a timely fashion (Example: flight bookings);
- Regular reviews of the expenses and cost estimates to ensure cost control;
- Timely information provided to all regional, provincial and local key stakeholders;
- Attend all meetings to promote economic development policy objectives. All meetings are attended and ensure minutes are completed in a timely manner;
- Provide updates of First Nations visits or follow-up actions;
- Presentations at All Chiefs and other key meetings;
- All APC policies and procedures are adhered to;
- Produce documentation and feedback;
- Detail and present on Economic performance data;

Qualifications

Education/Certification:

- Candidates should possess a post-secondary Degree, diploma or certificate in the area of economic development, finance or business.

Required Knowledge:

- The candidate must be a professionally trained individual with appropriate educational qualifications and work related experience with First Nations on economic development related issues.

Experience Required:

- Candidates must have at least 5 years' experience working with First Nations in the area of economic development.
- The candidates should also have demonstrated experience in developing, and implementing proposals, budgets & work plans.
- Candidates must have strong connections and knowledge of First Nations leadership and experience working with various partners and stakeholders on all aspects of economic development.

Skills/Abilities

- The candidate must have a strong ability to work independently as well as part of a team under the direction and leadership of the Executive Director;
- Demonstrate excellent verbal, and written communication skills, as well as a strong ability to manage multiple projects and priorities;
- Highly organized and able to work with minimal supervision to meet deadlines;
- Must possess excellent interpersonal skills;
- Possess the ability to network, build effective relationships, communicate appropriately and represent the APC at meetings and other gatherings;
- Should have extensive knowledge of Mi'kmaq, Innu and Maliseet communities, organizations, culture and traditions.

Position Requirements

Applicants must possess a valid driver's license, have a vehicle and be willing to travel when required. Understanding of the Mi'kmaq, Innu or Maliseet language is an asset.

If all qualifications are equal, preference will be given to persons of Aboriginal ancestry.

Salary: Depending on qualifications and experience (within APC salary grid).

Location: APC Head office in Cole Harbour, Dartmouth, Nova Scotia.

Start date: As soon as possible – March 31st, 2018 (With the possibility of renewal)

Closing date: **January 12, 2018 at 4:30 p.m. Atlantic Standard Time**

If you are interested and qualified and want to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition # 2017-12-01** in the cover letter and subject line of your email;
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, NS. No interview or relocation costs will be provided. No phone calls please **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.