



Economic Development Officer

Employment Opportunity

Position Title: Economic Development Officer

Reports To: Economic Development Director

Hours: 35 hours per week

Wage: **\$35 - \$38.47** per hour *(starting wage commensurate with experience)*

Status: Full-time | Permanent

Start Date: ASAP

Benefits: Comprehensive benefits package | RRSP matching

Location: Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a community builder, a strategic thinker, and a community-oriented individual to join our team as the Economic Development Officer at LBN.

The Economic Development Officer is responsible for strategic community economic development planning and implementation, supporting entrepreneurship and encouraging LBN-operated and LBN-member operated business development initiatives, as well as supporting capacity building and development at LBN.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- **Business Development and Supporting LBN-Owned and LBN Member-owned Businesses:** forming, evaluating performance, and expanding LBN-owned and LBN Community member-owned businesses and Economic Development Corporations so as to generate and increase independent own source revenues to the Nation.
- **Comprehensive and Strategic Planning:** Contributing to and supporting the LBN Economic Development Director in the development and creation of long-term realistic and lucrative economic development plan which aligns with LBN's Comprehensive Community Plan (CCP) and LBN's vision and mission.
- **Funding and Grant Writing Support:** Contributing to the researching, preparation, and reporting requirements on numerous successful grant funds from Federal, Provincial, Indigenous Grant Funding Agencies, as well as managing and reporting on grant funding opportunities from other funding agencies.



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- **Entrepreneurship Support:** providing lucrative entrepreneurial advice (including mentoring, advising, and providing capacity-building tools to LBN Members who want to start or scale up their own businesses).
- **Partnership Negotiation:** Assist the Economic Development Director in complex negotiations for numerous partnerships including but not limited to revenue share agreements, joint venture partnerships, letters of intent, non-disclosure agreements, memoranda of understanding, limited partnerships, and cooperation agreements (with industry, government, not for profit, other Indigenous Communities and Organizations, etc.; in sectors such as forestry, mining, clean energy, construction, fishing, etc.).
- **Data Analysis and Reporting:** conducting market research, economic research, project and program risk assessments, as well as reporting on financial outcomes to funding agencies and to the Nation.
- **Workforce and Capacity Building for the Nation (LBN):** Working alongside the LBN Education Department and Employment and Training Departments in order to identify local skill gaps and prepare targeted job training programs for LBN Members.
- **Government, Industry, and Stakeholder Relations:** Assisting the Economic Development Director in engaging and consulting with various stakeholders including but not limited to those in the industry, government, academia, not for profit organizations.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- A bachelor's degree in economics, business, commerce, or public administration or a similar field, in addition to 1 to 3 years of experience in economic development is required. A college or university degree in a related field may be considered. A master's degree training in economic development, Indigenous Studies, or an MBA is an asset. An economic developer's certificate is desired.

Skills & Abilities

- Knowledge of Indigenous economic development practices and experience in working with Indigenous Communities.
- Multi-stakeholder relationship management.
- Financial literacy.
- Grant writing, funding, as well as business acumen, as relates to economic development.

Position-Specific Competencies

- **Initiative:** self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities, as relates to economic development.



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- **Engagement:** Builds trusting relationships with the community, industry, government and fosters meaningful LBN-stakeholder engagements.
- **Economic development planning:** Designs and delivers engaging, culturally rooted programs associated with economic development for LBN.
- **Grant writing and funding acumen:** The ability to research and access grant funds and alternative funding sources for LBN.
- **Cultural sensitivity:** Respects, embraces, and incorporates the values and traditions of LBN into the economic development departmental programming.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Office hours are based on a regular 8:30am – 4:30pm work schedule. The position is in the Woyenne Community in Burns Lake, and the successful applicant is required to work in person and report to the office for work commitments.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.