



Songhees Nation Job Posting

Permanent full-time position

JOB TITLE:	Economic Development Officer		
Reports to:	Corporate Executive Officer	Salary Scale:	\$75,000 Annual
Department:	Economic Development	Deadline:	October 21, 2022

POSITION SUMMARY:

The Economic Development Officer will be responsible for the delivery and administration of business development programs, management and attraction of new business, and maintaining relationships with partners and other organizations. The Economic Development Officer will work on business venture development projects both for the Nation and for members, and work with industry developers to ensure that the Songhees Nation community members benefit from these activities.

KEY RESPONSIBILITIES:

- Assist in the preparation of current and capital budget in support of the delivery of economic development programs and services
- Responsible for the development of applications for grant and funding programs relating to economic development projects
- Administer the approved current and capital budgets for the economic development purposes within administrative guidelines
- Responsible for the effective and efficient implementation of the economic development programs and services of Songhees Nation
- Prepare reports and financial statements to the SDC Board and other stakeholders
- Responsible for the promotion, marketing, and enhancement of Songhees Nation economic development initiatives and agencies
- Coordinate the planning and implementation of Songhees Nation economic development projects
- Develop resources required to support, assist in implementation and monitoring effective strategies to support the Songhees Nation community
- Act as the primary point of contact for all ongoing partnerships and joint ventures including conducting site visits, monitoring business results and compliance with agreements
- Develop, review, and amend Economic Development policies such as but not limited to the Business Licensing Law; to ensure compliance to applicable legislation
- Business mentoring and support for entrepreneurs and SDC staff as applicable
- Other duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Respect for Indigenous culture and willingness to learn
- High level sensitivity to issues faced by Indigenous people
- College or University degree in Commerce, Economics, or a related field
- Working experience in Economic Development, marketing, and public relations; preference will be given to applicants with 3 or more years of relevant experience
- Good knowledge, preferably gained through related experience, of community economic development activities, including marketing, business development and promotion



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- Time management and organizational skills, ability to assume responsibility and meet deadlines while being flexible to accommodate shifting priorities
- Ability to create and manage a budget with strong working knowledge of Microsoft Office software suites
- Experience negotiating contracts, managing projects, supervising and mentor staff
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies, partners
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills

Additional requirements:

- Valid British Columbia driver's license and access reliable transportation
- Must undergo a Criminal Record Check
- **Only candidates selected for an interview will be contacted.**

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.

If you are excited by this opportunity and want to be a part of Songhees Development Corporation, please apply online by emailing your cover letter and resume to:

Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com