



## **ECONOMIC DEVELOPMENT COORDINATOR (EDC)**

(12 MONTHS TERM WITH THE POSSIBILITY OF EXTENSION)

**CAMPBELL RIVER BC**

**\$25 – \$40 PER HOUR**

THE MAMALILIKULLA FIRST NATION WAS SUCCESSFUL IN ITS APPLICATION FOR FUNDING THROUGH THE RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM (REDIP). THIS FUNDING IS TO SUPPORT BUILDING INTERNAL CAPACITY AND THE HIRING OF AN ECONOMIC DEVELOPMENT COORDINATOR (EDC).

### **ABOUT THE NATION**

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The Mamalilikulla First Nation (MFN) is based on northern Vancouver Island, with an administrative office in Campbell River, BC. The Mamalilikulla Guardians monitor their territory, situated at the mouth of Knight Inlet and the western section of the Broughton Archipelago, mainly on 'Mimkwamlis (Village Island).

The village on the Northwest side of Village Island belongs to the Mamalilikulla First Nation people. The actual name of the village is 'Mimkwamlis, and the name means "village with rocks and island out front". Eliot Passage, the marine waterway between Village and Pearl Islands in the Johnstone Strait region of the Central Coast of British Columbia, lies southwest of the opening of Knight Inlet.

The Mamalilikulla First Nation is committed to working together to build a strong, proud, and healthy Mamalilikulla community. They are actively involved in various initiatives to promote economic growth and sustainability within their traditional territory and Menzies Bay property.

### **ABOUT THE ROLE**

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The Mamalilikulla First Nation (MFN) is seeking an Economic Development Coordinator (EDC) to work closely with the Nation's Chief and Council on a part-time basis. This is a 12-month contract with the potential for extension. The EDC will focus on promoting economic growth and sustainability within MFN's traditional territory and Menzies Bay property. Key responsibilities include fostering partnerships, securing funding, supporting member businesses, and researching economic initiatives. The goal is to enhance MFN's economic well-being, create job opportunities, and improve members' quality of life.

Ideal candidates should be team-oriented, flexible, efficient, and capable of managing economic development projects and strategies. Proficiency in Microsoft Office and project management software is also required.

## KEY RESPONSIBILITIES

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### Strategy and Planning:

- Engages in business and strategic planning to support economic development including implementing strategic priorities of the Nation's Economic Development Plan.
- Contributes to creating long-term strategies and objectives for economic growth, focusing on business attraction and retention.
- Assists in developing strategic action plans by researching, facilitating, and evaluating major initiatives aligned with economic goals.
- Compiles and updates economic data for proposals and creates a "Community Profile" for potential fund applications.
- Analyzes economic opportunities and develops strategies and funding proposals accordingly.
- Revises strategies and programs based on evaluation.

### Programs/Initiatives and Implementation:

- Leads programs and initiatives focused on business outreach, community development, business attraction, retention, and project facilitation.
- Works with the Chief as the primary contact for business attraction and retention efforts.
- Manages a portfolio of business leads and tracks lead generation activities.
- Supports the submission of funding proposals and analyzes development project feasibility.
- Oversees the permitting process for economic development projects and secures necessary funding.
- Develop marketing tools and community events to attract new businesses and implement marketing strategies.

### Internal/External Relations:

- Maintains relationships with business and economic development organizations and government agencies to stay informed and advance the community's economic interests.
- Works with public and private sector representatives to support local economic growth.
- Collaborates with local government agencies and Indigenous organizations to streamline business development processes.
- Attends Chief and Council meetings as necessary to ensure economic development goals are met.

### Other:

- Assumes responsibility for related duties as required or assigned.
- Promotes and supports the mission, vision, and values of the Mamalilikulla First Nation.

## SKILLS AND QUALIFICATIONS

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- Possession of a bachelor's degree in business or public administration, urban planning, or related field (a master's degree is desirable).
- Three to five (3-5) years of professional experience related to economic development --OR--,
- Any equivalent combination of training and experience.
- Class 5 Driver's License.
- Demonstrated knowledge, respect, and cultural sensitivity towards the Mamalilikulla First Nation.
- Exceptional time management abilities with proven multitasking skills.
- Proficient in computer applications, including Microsoft Word, Excel, and PowerPoint.
- Strong planning, organizational, and prioritization capabilities.
- Ability to work independently while thriving in collaborative team environments.
- Knowledge of budgets, financial analysis, and business acumen.
- Proven ability to establish and maintain productive working relationships with employees, representatives from Band Government, businesses, financial institutions, and the broader community.
- High attention to detail with a commitment to maintaining accuracy and confidentiality.
- In-depth understanding of economic development principles, theories, and best practices.
- Ability to research, prepare, and complete funding applications and proposals.
- Comprehensive knowledge of local, provincial, and federal laws, regulations, policies, and standards relevant to economic development.
- Strong communication skills, both oral and written, listening/considering other's ideas with the ability to convey complex ideas effectively to diverse stakeholders, including businesses and community groups.

This position offers a competitive compensation of \$25 – \$40 per hour, based on experience. It is a part-time role, requiring approximately 20 hours per week.

If you are passionate about driving economic growth and sustainability within the Mamalilikulla First Nation community, we encourage you to apply. Please submit your current resume, cover letter, and references to the attention of MNP LLP at [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca).

The closing date for this role will be November 25<sup>th</sup>, 2024

We thank all candidates for their interest; however, only candidates selected to move forward will be contacted.