

CHAMPAGNE and AISHIHIK FIRST NATION

**Identification:** Economic Development Officer  
**Department:** Nation Services  
**Supervisor:** Economic Development Manager  
**Date:** February 24, 2020  
**Wage Level:** 7  
**Status:** Regular Full-Time

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**A. Job Summary:**

Reporting to the Economic Development Manager, the Economic Development Officer (EDO) is responsible for providing value-added business development support services to Champagne and Aishihik First Nations (CAFN) entrepreneurs who are interested in starting or expanding a business. In addition, the EDO assists with projects based in CAFN communities that will build potential for regional economic development, entrepreneur opportunity and capacity, and performs other related duties.

**B. Main Duties:**

1. Provides leadership on entrepreneurial development through community involvement to promote the economic well-being of CAFN while understanding that a social and environmentally healthy community is vital to the local economy by:
  - facilitating and promoting community economic development in providing information on planning and starting of new businesses.
  - using a variety of methods to perform continuous assessment of economic development needs, including maintaining an inventory of existing businesses and sector activities in the communities.
  - working in collaboration with the Economic Development Manager on identifying and focusing on initiatives that could enhance CAFN Citizen entrepreneurship skill sets.
  - developing creative strategies to retain the clients including interviewing them and incorporating feedback.
  - identifying entrepreneurs and supporting and meeting with them to assist with their potential plans.
  - facilitating and assisting the business planning process by providing guidance and information to the proponent regarding the contents of the business plan and specific issues that should be addressed.
  - explaining the CAFN position and ensuring that the proponent has a good understanding of the key questions and the need to obtain answers.

- ensuring that the submitted business plan is complete in that it meets minimum content expectations and addresses issues previously identified.
- reviewing the business plan and making a recommendation regarding its acceptability.
- preparing a concise assessment report, indicating the clarity and completeness of the submission in terms of the stated Entrepreneur Equity Fund) (EFF) expectations.
- improving access to business grants or loans, business assistance services, business development workshops.
- providing support and referrals to entrepreneurs to connect with agencies, governments, other outside entities, financial institutions, and other Aboriginal Finance Institutes such as dāna Nāye Ventures).
- informing the applicant of potential sources of assistance regarding business planning, e.g. business resource centers, consultants, bank contacts, lawyers, and relevant websites.
- initiating infrastructure projects to support entrepreneurs (i.e. Business incubator, Artists Co-op).
- promoting the goals of the citizens and networking with outside business contacts and stakeholders.
- conducting comparative research on marketing strategies for products including other northern and indigenous jurisdictions.
- planning and developing E-commerce strategies (i.e. online store, marketing).
- researching the market for identifying economic development initiatives and business opportunities and communicating to key stakeholders.
- providing recommendations for business growth and problem resolution including budget analysis and product suggestions.
- explaining to prospective citizens about the advantages of the products or services offered.
- networking and keeping consistent communication with entrepreneurs and providing information and/or training on products and/or services.
- promoting the Business Employment Enhancement Fund (BEEF) and Entrepreneur Equity Fund) (EFF).
- overseeing and managing programs' budgets including tracking of training and/or expenses against the budget, for review and approval of the manager.

2. Providing opportunities for CAFN entrepreneurs to learn about the requirements of starting and running a business by:

- providing educational information by means of articles, newsletters, sharing information from the innovation hub.
- establishing a monthly section of the Citizenship Newsletter which includes such topics as an Entrepreneur Support Section, Economic Development programming opportunities, upcoming courses, and sharing of creative and innovative ideas.
- seeking and coordinating business training sessions and workshops for citizens such as business planning workshops and encouraging citizens to participate.
- coordinating guest speaker series of successful Yukon First Nation Business Owners, as requested.
- coordinating training on branding and media communication activities such as press releases, advertisements, marketing collaterals, and website development to ensure the citizen's business is easily accessible.

- facilitating connections with other organizations such as SheO, the Yukonstruct Innovation Hub, Yukon University, Economic Development, Innovation Hub, or contractors.
  - assisting citizens with Business Financial Planning and/or referring to appropriate resources.
3. Provides leadership on Economic Development in supporting business development initiatives by:
- developing and implementing relevant economic marketing strategies for the CAFN communities.
  - promoting development opportunities with regional based projects to applicable target markets.
  - researching, analyzing, developing, and implementing economic development plans and monitoring contents of agreements.
  - assisting in the pursuit of funding opportunities and with application for funding through various external agencies, monitor agreements and reports.
  - maintaining an up-to-date community profile report on CAFN traditional territories, including economic statistics and indicators, local businesses, and services.
  - supporting inter-departmental efforts with employment creation, business opportunities, and working with other CAFN entities.
  - liaising with public officials, the private sector, and the public at large, and serves as an advocate for local economic development initiatives.
  - networking with regional, provincial, territorial, federal counterparts, and other Economic Development Officers and professional associations with respect to information sharing and collaboration.
4. Performs other duties such as:
- participating in the development, implementation and refinement of policies, procedures, methods, and standards for efficient and effective implementation of projects.
  - participating on boards and advisory committees for the purpose of economic development, as required.
  - co-ordinating meetings for various projects as well as visitors for prospective investors.
  - assisting in preparing of departmental budget and monitoring on a regular basis.
  - representing CAFN at trade shows, industry meetings, and events, promoting business opportunities available.
  - acting as the Economic Development Manager, if required.

**C. Job Knowledge and Skills:**

**Education and Experience:**

Grade 12 with successful completion of a diploma in business administration, economics, commerce, marketing, public administration, or a related field. Experience in business, or economic development along with experience counselling business clients. Proficiency in MS Office is required. Research and analytical skills are essential. An equivalent combination of education, training and/or experience may be considered.

**Job Knowledge:**

- Knowledge of Yukon First Nations and CAFN history, culture, traditional territory, demographics, goals, and aspirations

- Knowledge of Yukon and Federal Government structures and processes
- Sound knowledge of business planning for small business
- Knowledge of practical matters of managing a business successfully in a small community
- Knowledge of the principles of economic development, business management and financial management.
- Knowledge of consultation techniques
- Up-to-date knowledge of government programs supporting entrepreneurs

**Management Skills:**

- Possess good organizational and project/event management skills
- Effective facilitation skills in conducting presentations, workshops, and meetings
- Effective problem-solving skills

**Specific Skills:**

- High level of competency in MS Office (Word, Excel, Outlook, PowerPoint)
- Ability to research, analyze, and synthesize a wide variety of documents and information, including attention to detail
- Excellent verbal and written communication skills
- Good entrepreneurial skills to motivate and support CAFN business owners
- Ability to prepare reports

**Interpersonal Skills:**

- Ability to effectively promote business development opportunities
- Ability to deal effectively with internal and external contacts
- Ability to work in a team environment
- Ability to handle sensitive and highly confidential documents and situations
- Sound personal judgment, discretion, and credibility

**D. Decision Making:**

Goals, objectives, and long-term priorities for this position are established by the Economic Development Manager and the Senior Director of Nation Services. The incumbent is expected to provide input toward determining how those goals, objectives, and priorities will be met and in developing and maintaining contacts with appropriate organizations and individuals. The incumbent may choose between alternatives in solving a variety of problems.

The expected end result is the development and growth of assigned projects within CAFN, and maximizing of related (spin-off) business opportunities for Citizens in order to achieve sustainable development and growth of the economy.

Decisions have a major impact on the development and growth of assigned businesses/projects creating new employment and overall economic growth.

**E. Impact/Accountability:**

The work of the position is evaluated on the number of entrepreneurs assisted, the quality of assistance provided to entrepreneurs, their satisfaction with that assistance and the effectiveness of the assistance in reaching the entrepreneurs goals, while promoting sovereignty and self-sufficiency. The work of the position has a direct impact on the economic health of CAFN citizens.

This position influences the expenditures of the CAFN by managing the identification and development of strategic projects.

**F. Positions Supervised:**

None

**G. Working Conditions:**

This position is located in a normal office environment. There will be occasional travel to CAFN communities to meet with citizens, and to attend meetings and events. There is a constant need to meet regular deadlines, as well as ad hoc deadlines. The incumbent will occasionally have to deal with upset or dissatisfied individuals who feel their needs are not being met and will require tact and diplomacy in guiding individuals who may initially lack business or project management skills. Working evenings and weekends may be required to attend meetings and/or workshops.

**H. Conditions of Employment:**

- A valid Yukon Class 5 driver's license.
- Clear Criminal Record Check
- Willingness to travel to meet clients, take training, and attend conferences as needed.
- Willingness to attend meetings outside regular working hours, and work evenings and/or weekends, as required
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

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Date

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Immediate Supervisor

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Date

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Senior Director, Nation Services

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Date

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Employee

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Date