



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the full-time position of:

ECONOMIC DEVELOPMENT COORDINATOR

Reporting to the Band Administrator and/or Chief and Council, the Economic Development Coordinator is responsible for the overall direction, development, coordination, and evaluation of the Sturgeon Lake Cree Nation Economic Development.

MAIN DUTIES:

- Liaise and advise on economic development to Chief and Council, the private sector and the public at large
- Provide advocacy and support for local economic development initiatives such as new businesses, industry, community services and community organizations
- Promote Sturgeon Lake Cree Nation business and band member businesses
- Assess and plan for community development needs, including developing and implementing a relevant economic marketing strategy for the Sturgeon Lake Cree Nation
- Ensure all economic development and strategic plans respect the current Community Plan
- Research, analyze, develop and implement economic development plans
- Maintain an up to date community profile of Sturgeon Lake Cree Nation including economic statistics and indicators, local businesses and services
- Identify and rationalize economic opportunities for the Nation and proactively pursue grant funding opportunities as they relate to Sturgeon Lake Cree Nation
- Draft reports and make presentations to the leadership when required
- Develop resources required to support, implement and monitor effective marketing strategies

QUALIFICATIONS:

- Holds college or university degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD)
- Possesses broad general knowledge of business and government and has working experience in Economic Development, marketing, and public relations
- Able to provide creative leadership while making individual contributions to team projects and tasks
- Has excellent communication skills, sound personal judgement, discretion and credibility, and is proficient with current information technologies
- Demonstrates effective problem-solving skills coupled with solid consensus building and entrepreneurial skills
- Possesses the skills necessary to complete grant applications, can undertake research projects and prepare comprehensive reports and is able to handle a variety of projects which must be completed within time deadlines
- **CLEAR** Criminal Record Check
- Valid Class 5 Drivers License and reliable vehicle

Please submit Cover Letter, Resume and References by

Friday September 25, 2024

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0

By Fax: (780) 524-2711

By Email: employment@sturgeonlake.ca