



BINGWI NEYAASHI ANISHINAABEK

 **HEAD OFFICE**

1 Copper Thunderbird Road
Sand Point FN P0T 2B0

 **PHONE**

(807) 623 - 2724

 **SATELLITE OFFICE**

292 Court Street S., Thunder
Bay, ON P7B 6C6



WEBSITE

BNAFN.ca

BNA ECONOMIC DEVELOPMENT COORDINATOR

1 Full-time permanent position

POSITION SUMMARY

Do you have a passion for helping communities work towards self-sufficiency and economic independence?

Become a part of Bingwi Neyaashi Anishinaabek's (BNA) Economic Development Team! BNA is seeking a positive, community-minded individual who is energized by challenge and motivated to serve our community. The Economic Development Coordinator 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 Coordinator will work on business venture development projects, and work with industry developers to ensure that the BNA community benefits from these activities. The primary role of this position is to support the community in working toward achieving economic independence. The Economic Development Coordinator will directly report the Director of Economic Development.

Responsibilities and duties:

- Secure any and all funding available to BNA through government or privately sponsored programs in the areas of economic development;
- Responsible for the promotion, marketing, and enhancement of BNA's economic development initiatives;
- Develop resources required to support, assist in implementation and monitoring effective strategies to support the BNA community;
- Lead and project manage initiatives, from idea conception to project completion, ensuring project activities are completed on-time and on-budget;
- Work with Director of Economic Development to develop internal system to effectively organize and manage BNA's multiple projects and initiatives;
- Act as a point of contact of all ongoing partnerships and joint ventures including conducting site visits, monitoring business results and compliance with agreements;
- Research and develop employment opportunities for BNA members (mining, construction, forestry, tourism etc.)
- Act as a resource for all staff and Chief and Council (advise, research, develop, communicate, etc.);
- Provide recommendations on community economic development opportunities;
- Any other duties that may be required.

Qualifications:

- Post-secondary degree or diploma in Business Administration, Commerce, Economics, Economic Development, or equivalent related field of study
- A minimum of three (3) years of work experience in either: economic development role, business or public development role or project management role, or other roles working for First Nation communities or organizations;
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies and partners;
- Experience working with Indigenous communities in Northern Ontario is an asset;
- Ability to establish and maintain cooperative working relationships;
- Time management and organizational skills, ability to assume responsibilities and meet deadlines while being flexible to accommodate shifting priorities;
- Ability to take direction and effectively deliver on key goals of leadership;
- Multi-tasking abilities, and being able to work on several projects simultaneously;
- Ability to develop presentations and present to members, leadership and funders;
- Proficiency with Microsoft Office tools, particularly Excel, Word and PowerPoint;
- Criminal reference check
- Class "G" Driver's license required and access to a reliable vehicle

Salary Range: Dependent upon education and/or experience, excellent benefits package!

To pursue this opportunity, please submit a cover letter and resume to Jordan Hatton at jhatton@bnafn.ca by Friday July 12th, 2024, at 4:30PM.

Miigwetch to all who apply.

Bingwi Neyaashi Anishinaabek looks to its membership to fulfill job positions; however, if a qualified candidate cannot be found within our community, BNA will consider a First Nation person outside of our community, and then will look to the general public.

Only those applicants selected for an interview will be contacted.