

XAXLI'P JOB DESCRIPTION



GENERAL INFORMATION			
Title:	Economic Development Officer	Department:	Administration
Reports to:	Executive Director	Classification:	1.0 FTE
Wage:	\$28-\$35 per Hour based on skills and qualification		

Xaxli'p is committed to creating a safe, healthy, and empowering environment for our community members. We strive to provide meaningful programs and activities that encourage personal growth, resilience, and connection to our cultural values and traditions.

POSITION SUMMARY & PURPOSE

The Economic Development Officer reports to the Executive Director and is responsible for facilitating economic development planning and initiatives; identifying and fostering economic development opportunities; securing funding for economic development activities and programs and promoting Xaxli'p to expand economic development opportunities and current business operations.

RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Xaxli'p policies, standards, and procedures, and as directed by the Executive Director.
- Maintains confidentiality on all matters relating to the affairs of Xaxli'p.
- Coordinate and develop project funding and grant proposals with a minimum of 50% of work time allocated for this purpose.
- Implement elements of the Xaxli'p Economic Development Strategy.
- Work closely with the General Manager of the Xaxli'p Development Corporation to align goals for Xaxli'p Economic Development activities and to identify funding opportunities to assist in growing existing businesses and creating feasibility analysis of new opportunities.
- Develop policies/by-laws and administer programs to promote industrial and commercial business investment with Xaxli'p.
- Assist with the development of strategic partnerships and liaise with representatives of business, industry, government and other related organizations.
- Coordinate First Nations Finance Authority programs (including financial law, tax bylaw, and other policies as required)
- Establish and nurture business relationships with representatives of the industrial community both locally and externally.
- Work with community organizations in further developing and delivering programs and initiatives.
- Research and prepare impact reports that illustrate relevant economic, demographic and other trends and forecasts to support the implementation of the Xaxli'p Economic Development Strategy.

- Research and complete relevant economic data on topics that may include demographics, market trends, business inventories, market indicators and commercial land availability.
- Respond to enquiries and provide information about the region and individual communities to assist prospective investors in making informed business decisions.
- Conduct social or economic surveys on local, regional or national areas to assess development potential and future trends.
- Assess business opportunities and develop strategies to attract venture capital.
- Develop business and marketing plans.
- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for Chief and Council approval.
- Research First Nations organizations that may assist Xaxli'p with business ideas (i.e. Aboriginal Tourism BC, Aboriginal Business Canada, Central Interior First Nations Community Futures, etc.)
- Provide consultation on planning and starting new businesses.
- Work with Xaxli'p entrepreneur clients through one-on-one coaching.
- Connect Xaxli'p entrepreneurs to micro-finance supports, grants and loans.
- Oversee and Economic Development page on the Xaxli'p Web site.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Executive Director.

QUALIFICATIONS

Education, Training and Experience

- Post-secondary degree or diploma in Business, Economic Development or Commerce.
 - Or combined experience and track record in the field
- Three (3) years directly related work experience in business development, economic development, funding proposals

Knowledge, Skills and Abilities

- Must have transportation/vehicle with a current Driver's License.
- Experience in financial management and analysis.
- Advanced word processing skills, spreadsheet, database and internet.
- Works well with others as part of a team, possess excellent business counseling skills.
- Strong oral and written communication skills.
- Excellent planning, organizational, time management, conflict resolution and problem-solving skills.
- Must possess a high level of integrity, honesty and trustworthiness and can work independently.
- Knowledge of Indigenous community and experience working with Indigenous organizations and communities.
- Knowledge of government agencies and private sector organizations that deliver small business programs and services.
- Business development, operation, expansion or consulting experience an asset.
- Proven ability to develop and analyze business plans.
- Sound knowledge of municipal affairs, business principles and land use planning.
- Knowledge of St'at'imc language and culture is an asset.
- Flexibility around work hours and willingness to travel.

- Criminal record check and driver's abstract must be provided by successful candidate.

WORKING CONDITIONS

The job duties and responsibilities of this position vary in complexity and often require interpretation as well as strong administrative skills to determine the best approach. The busy work schedules associated with Xaxli'p require this position to be flexible in terms of daily work hours, with tasks often being of an urgent or time-sensitive nature. The scope of work is diverse, and mental stress may be a factor when dealing with operational or employee related concerns.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the Manager and/or Administrator and the incumbent, to effectively meet the requirements of Xaxli'p.

Please submit your resume and a cover letter outlining your qualifications and passion for Economic Development to:

Email: admin@xaxlip.ca or **Mail** to Xaxli'p, PO Box 1330, Lillooet, BC, V0K 1V0

***Xaxli'p** is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Members (Must have the required qualifications, as defined, for the position)*