

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Government & Industry Relations

COMPETITION: G&IR-02-01-09-23

DEPARTMENT: Economic Development Office

POSITION: Economic Development Coordinator

DATE POSTED: 01-09-23

SALARY: Based on Education & Experience

DEADLINE: 01-20-23

STATUS:

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

Under general supervision of the Director of Government and Industry Relations, the Economic Development Coordinator performs responsible professional, liaison, and complex administrative and research functions in carrying out a wide variety of activities, in support of the Siksika Nation Administration's annual business plan and achievement of economic development goals of jobs and business capital investment. Position will provide delivery of programming by working with stakeholders, internal departments, program speakers, mentors, trainers, and program participants.

Duties & Responsibilities: Duties include but are not limited to:

- Plans, organizes and coordinates economic development and business attraction, expansion, and retention projects; develops and implements programs to stimulate commercial and industrial development for Siksika Nation
- Develop strong working relationships with key internal and external stakeholders, ensuring a thorough understanding of and positive support for projects and initiatives.
- Serves as liaison and facilitates communication amongst Siksika Nation Departments, community groups, developers, business owners/operators, and outside agencies regarding community wide economic development initiatives;

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Experience in developing and providing business programming and supports. Principles and practices of program management. Prepare and administer program budgets. Ability to identify business needs, initiate and coordinate project resource requests. Exceptional communication and analytical skills. Solid customer service and people management skills; ability to interface with internal and external customers to meet community and administration standards. Solid organizational skills; detail oriented, well organized able to coordinate activities and tasks meeting conflicting priorities and timelines. Computer proficiency in Microsoft office/software. Ability to travel as required.

Education and Experience:

Post-Secondary Education (Bachelor's Degree) preferably in the field of Community Development, Public Administration, Project Management, Indigenous Studies, Language, Sociology, Education, or related field.

Three (3) to five (5) years relevant work experience in a related field.

Other:

- Require moderate knowledge of the Siksika Nation culture, some knowledge of governance models and Blackfoot language is a requirement
- Updated criminal record check

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES

Please Contact the Human Resources Department.

Tennie Running Rabbit - Generalist Recruiting Manager

Email: TennieRR@siksikanation.com

Direct Line: 403-734-5567

