**Job Title:** Economic Development Coordinator

**Location:** Beaver Lake Cree Nation

**Job Purpose:** The Economic Development Officer works directly with the Government & Industry Relations department and reports to the GIR Director.

**Duties and Responsibilities:**

* Consulting with businesses within the community, local and regional areas
* Marketing campaigns, keeping local residents and businesses informed
* Identify and promote funding opportunities
* Develop, implement and coordinate strategic policies to make sure a competitive and prosperous economy is maintained.
* Provide support for government initiatives and partnerships
* Identify and promote funding opportunities to assist the local authority and other agencies including community groups and businesses, to bid for grants, support their work.
* Establishing new partnership to tackle social and economic challenges and work with existing partners to ensure targets are met
* Must be able to plan, coordinate and schedule meetings and chair the meetings.
* Provide Chief and Council the information required to make decisions on economic growth for the members of Beaver Lake Cree Nation

**Requirements:**

* Bachelor Degree in Administration or Commerce. A combination of education and experience will be considered
* Excellent writing skills, analytical skills with the ability to prepare comprehensive reports, business and marketing plans, as well as outstanding proposal writing ability
* Must have a valid Driver’s License and dependable transportation. The willingness to travel.

**Salary**:

* Commensurate with education and experience

**Deadline: May 20, 2022** send cover letter and resume to consultation@blcn.ca or call Darlene Paradis at 780-404-1482