

Position Title:	Program Officer, Community Economic Development Initiative (CEDI)
Position Term:	ASAP - March 31, 2027 (contract extended based on confirmed funding)
Direct Supervisor:	Program Manager, CEDI, Cando

First Nation - Municipal Community Economic Development Initiative Program Summary

The [First Nation-Municipal Community Economic Development Initiative \(CEDI\)](#) is a joint initiative delivered by Cando (Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM).

CEDI is a capacity development program that supports neighbouring First Nations and municipalities to build respectful and sustainable government-to-government partnerships and increase capacity to engage in long-term collaborative planning in community economic development and land-use. The program provides comprehensive support to participating partnerships including relationship building workshops, technical expertise and shared learning opportunities, and a modest grant to strengthen the capacity of the partnership to advance collaborative community economic development.

CEDI uses the [Stronger Together](#) approach, developed in collaboration with participating First Nation-municipal partnerships, creating a community-informed four-stage approach to First Nation-municipal partnership development and collaborative planning. The process is designed to strengthen the relationships among the communities through an ongoing cycle of convening, listening and uniting.

Having completed a pilot phase (2013-2016) with six First Nation-municipal partnerships, a second phase (2016-2021) with nine additional partnerships, and most recently a third phase (2021-2025) with eight partnerships. Currently there is an active Prairies Region cohort (2024-2027) with five partnerships, and beginning on April 1, 2025, CEDI Phase IV - 2-Year Accelerated Program (2025-2027) began the preparation for eight new high-capacity First Nation-municipal partnerships.

POSITION SUMMARY

Under the supervision of the CEDI Program Manager, the Program Officer will support with facilitation and delivery of the program with First Nation-municipal partnerships. Working in collaboration with a FCM Program Officer, the Program Officer will lead and support the overall delivery of the CEDI program with four First Nation-municipal partnerships, including providing technical, administrative and facilitation assistance (both face-to-face and virtual) to First Nation-municipal partnerships. The Program Officer will also work with the Cando and FCM CEDI staffs to support with [Stronger Together](#) adaptation and evolution, program monitoring, evaluation and reporting, and promoting the program through various communications channels and platforms.

KEY RESPONSIBILITIES

- Working with FCM Program Officer, collaborative lead and support the overall program delivery with four First Nation-municipal partnerships using the CEDI *Stronger Together* approach, materials and wise practices.
- Compile information and resources on key topics related to joint First Nation municipal economic development cooperation, including jurisdictional, governance, land-use, economic development, and collaborative planning.
- Support CEDI communications, including contributing to the development and maintenance of the virtual Knowledge Hub (CEDI website), monitoring the First Nation-municipal online network, preparing national communications and presentations, as needed.
- Contribute to the adaptation and design of *Stronger Together* approach and program development.

Partnership Workshop Design, Delivery and Facilitation

- Collaboratively design, coordinate, facilitate and report on bi-annual in-person workshops related to relationship-building, capacity development, community economic development, land use planning, and collaborative strategic planning.
- Contribute to workshop planning, including coordination, logistics and administrative tasks.
- Support First Nation-municipal partnerships through on-going third-party support, including monthly Working Group meetings and assist with meeting logistics, administration, document preparation and follow-up.
- Liaise with and support guest subject-matter experts/presenters or technicians as the need arises.

Project Administration

- Provide general administrative support including developing contracts, document editing, preparing briefing documents for the CEDI partnership activities.
- Coordinates partnership access to and use of CEDI Capacity Development Grants.
- Support with CEDI program monitoring, evaluation and reporting as per donor reporting requirements, as it relates to the First Nation-municipal partnerships.

Additional responsibilities may be added by CEDI Program Manager according to program needs.

EDUCATION

Post-secondary education, (preferably an undergraduate degree in a related field) that is supplemented by three years of related experience working with Indigenous communities, facilitation and demonstrated success in program delivery.

EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED

- A minimum of three years of related, hands-on experience is required.
- Experience working with Indigenous communities, organizations, and governments across Canada.
- Knowledge and understanding of economic indicators that provide scope to Indigenous economic development and knowledge of related economic development issues and priorities.
- Knowledge and understanding of the current issues, constraints, and potential solutions to economic development amongst First Nations.
- Knowledge of existing federal and provincial programs and initiatives available to Indigenous communities that support economic development and land-use planning and management.
- Experience in research and program development and management, including report writing.
- Experience in designing community engagement and workshops in-person and online.
- Experience in group facilitation and consensus building, preferably with First Nations and/or municipalities.
- Experience in dialogic and participatory decision-making design and facilitation.
- Experience in delivering programs in collaboration with other partner organizations.
- Bilingual (English/French) proficiency is an asset.

COMPETENCIES

- Strong facilitation, partnership building and conflict management skills.
- Excellent interpersonal skills with the ability to establish rapport and credibility with a multiplicity of stakeholders.
- Excellent communication skills, written and verbal.
- Strong general computer skills including MS Word, Excel, PowerPoint, and Zoom/Microsoft Teams. Experience using SharePoint, Slack, Facebook, LinkedIn, and Twitter are assets.

- Strong decision-making, problem solving, conceptual and strategic thinking skills.
- Self-motivated to deliver results under time pressure.
- Exceptional time management skills, organization skills and attention to detail.

WORKING CONDITIONS

- Indigenous-led, general non-profit office environment.
- Moderate to heavy workload and deadline pressures.
- Requirement to manage multiple tasks at the same time.
- This position is a remote position; Program Officer works from an approved location in Canada. Cando's Office is located on Enoch Cree Nation.
- This position requires extensive travel (up to 35%) within Canada.
- The general hours of work will be 8:30am - 4:30pm MT however, employees are able to implement a flexible schedule with the approval of the Executive Director.
- Cando strives to ensure the workplace environment supports the dignity, self-esteem, and productivity of employees, volunteers, and student placements, and is free of discrimination.

The salary is \$75,000 - \$80,000/annually and will be determined based on the successful candidate's knowledge and related experience. Health and dental benefits upon successful completion of probationary period.

At Cando, we are committed to recruiting a diverse workforce that represents the First Nation, Metis, and Inuit communities that we so proudly serve. Indigenous applicants are encouraged to apply. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.

Deadline for applications: Monday, June 2nd, 2025, at 4pm MT

Please forward your cover letter and resume to the attention of Svitlana Konoval, Manager of Administrative Services at skonoval@edo.ca.