



**ALGONQUINS OF ONTARIO**  
**ECONOMIC DEVELOPMENT OFFICER**

**JOB DESCRIPTION**

**Fall 2016**

Qualified candidates are invited to submit their applications  
**no later than 4 p.m. on Thursday, October 20, 2016** to:

Executive Director  
Algonquins of Ontario Consultation Office  
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6  
Email: [algonquins@tanakiwin.com](mailto:algonquins@tanakiwin.com) or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for  
an interview will be contacted.

**GENERAL BACKGROUND**

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

While engaged in these Treaty negotiations, the AOO have also been making concerted efforts to undertake economic initiatives to build capacity and foster economic development opportunities. These efforts include strengthening relationships with the Governments of Ontario and Canada, municipalities, and private sector interests to explore avenues for the procurement of goods, services and the employment of Algonquins when various projects are undertaken.

In support of such activities, the AOO are seeking an **Economic Development Officer** who will be responsible for planning, promoting and implementing economic development initiatives aimed to expand the AOO's opportunities for economic and business growth. The Economic Development Officer will:

- Facilitate economic development planning and initiatives

- Identify and foster economic development opportunities
- Secure funding for economic development activities and programs
- Develop job creation projects in order to increase local contract and employment opportunities for Algonquin business and community members
- Assist Algonquin organizations, businesses and individuals with establishing economic development plans and projects
- Promote the AOO in order to expand economic development opportunities

## **REPORTING STRUCTURE**

The Economic Development Officer will work under the direction of and report to the Executive Director in support of the AOO Consultation Office.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will include but not be limited to the following:

1. Facilitate community and economic development planning in order to identify and establish economic development opportunities.
2. Develop economic profiles of the Algonquin Traditional Territory and its sub-regions.
3. Facilitate the development of an AOO Economic Development Plan including vision, goals and objectives.
4. Research and provide recommendations on economic development opportunities.
5. Evaluate results of economic development studies and agreements and make recommendations for future activities.
6. Identify opportunities for economic development in order to develop targeted sectors, projects and initiatives.
7. Act as a liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development.
8. Develop partnerships to facilitate and promote opportunities.
9. Assist Algonquin organizations, businesses and individuals to take advantage of economic development opportunities and major projects.
10. Assist with the development of job creation projects.
11. Conduct surveys and research on market opportunities.
12. Identify capital development program opportunities.
13. Identify training and development requirements to take advantage of economic development opportunities.
14. Secure funding for economic development activities and programs.

15. Promote the AOO in order to expand economic development opportunities, including the following activities:
  - Attend regional, territorial and national meetings and conferences on economic development
  - Develop community and regional networks
  - Develop a business registry
  - Attend trade shows
  - Develop sectoral strategies to promote various opportunities (i.e. tourism, arts and crafts, etc.)
  - Coordinate the development brochures and promotional materials
  - Develop a strong Economic Development component to the Tanakiwin website
  - Promote the use of private sector business services
  - Liaise with industry and government representatives to promote local businesses and individuals

### **QUALIFICATIONS & REQUIREMENTS**

1. Diploma or Degree in Business or Public Administration, Economics, Planning, or related discipline.
2. Minimum three years of related experience.
3. Demonstrated proficiency in fostering positive relationships with other organizations, partners, government agencies and economic development practitioners.
4. Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
5. Strong oral and written communication skills.
6. Ability to work independently, with good diplomatic and negotiation skills.
7. Ability to develop, assess and implement strategies, programs and initiatives to meet the AOO's mandate, goals and objectives.
8. Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.
9. Exceptionally detail-oriented with excellent planning, organizing, prioritizing, problem solving, and time management skills.
10. Solid research skills and abilities including the able to examine and assess materials, prepare a variety of correspondence and reports, analyze and interpret documents, interpret and provide advice on economic development issues.
11. Understanding of funding mechanisms to assist Aboriginal and/or community economic development.
12. Experience working in an Aboriginal government setting will be considered an asset.

13. Proficient in Word, Excel, Outlook, PowerPoint and database software.
14. Valid driver's license

## **LOCATION**

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

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### **Join Our Passionate Team!**

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.