



## ALGONQUINS OF ONTARIO CONSULTATION OFFICE

### ECONOMIC DEVELOPMENT OFFICER

Qualified candidates are invited to submit their applications no later than 4 p.m. on Wednesday, July 18, 2018 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
- Snimikobi
- 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. The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario Consultation Office.

#### **TEACHINGS OF THE SEVEN GRANDFATHERS**

**Gwayakwaadiziwin: Honesty:** Honesty in facing a situation is to be brave.

**Dabaadendiziwin: Humility:** Humility is to know yourself as a sacred part of Creation.

**Minaadendamowin: Respect:** To honour all Creation is to have Respect.

**Aakode'ewin: Bravery:** Bravery is to face the foe with integrity.

**Nibwaakaawin: Wisdom:** To cherish knowledge is to know Wisdom.

**Zaagi'idiwin: Love:** To know Love is to know peace.

**Debwewin: Truth:** Truth is to know all of these things.

## **Overall Responsibilities**

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This position supports and advances the AOO's mandates and initiatives to build capacity and expand the AOO's economic and business growth. The Economic Development Officer builds and strengthens relationships with the Governments of Ontario and Canada, municipalities, and private sector interests to explore avenues for the procurement of AOO goods and services and the employment of Algonquins. The Economic Development Officer plans, promotes, and implements economic development initiatives.

## **Specific Duties and Responsibilities**

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1. Develop economic profiles of the Algonquin Traditional Territory and its sub-regions.
2. Research and provide recommendations on economic development opportunities.
3. Facilitate the development and regular review of the AOO Economic Development Plan.
4. Evaluate results of economic development studies and agreements and make recommendations for future activities.
5. Identify opportunities for economic development in targeted sectors, projects, and initiatives.
6. Act as a liaison with businesses, government, individuals, industry, and various organizations and agencies concerning economic development.
7. Develop partnerships to facilitate and promote economic development opportunities.
8. Assist Algonquin organizations, businesses, and individuals to take advantage of economic development opportunities and major projects.
9. Conduct surveys and research on market opportunities.
10. Identify capital development program opportunities.
11. Identify training and development needs to build AOO capacity for economic development.
12. Secure funding for economic development activities and programs.
13. Develop and assist with job creation projects to increase local contract and employment opportunities for Algonquin businesses and community members.
14. Assist Algonquin organizations, businesses, and individuals with establishing economic development plans and projects.
15. Promote the AOO to expand economic development opportunities; such as,
  - Attend regional, territorial, and national meetings and conferences on economic development.
  - Attend trade shows.
  - Develop community and regional networks.
  - Develop a business registry.
  - Develop sectoral promotional strategies to stimulate opportunities; such as, arts and crafts, technology, and tourism.
  - Coordinate the development of brochures and promotional materials.
  - Develop a strong Economic Development presence on the Tanakiwin website.

- Promote the use of private-sector business services.

16. Perform other activities and duties as directed within the position's mandate and expertise.

### **Education and Experience**

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- Baccalaureate degree in Business or Public Administration, Economics, Planning, or a related discipline.
- 5 years' experience in economic development, with preference for experience in Indigenous government.

### **Skills Required**

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- Strong ability to demonstrate a positive and professional image of the organization when interacting with ANRs, staff, community members, government representatives, guests, and the public.
- Strong understanding of funding mechanisms to assist with Aboriginal and/or community economic development.
- Strong ability to foster positive relationships with other organizations, partners, government agencies, and economic development practitioners.
- Strong working knowledge of economic development theories and practices.
- Strong abilities in business planning, business expansion, and marketing strategies.
- Strong working knowledge of principles, trends, legislations, policies, and procedures within the economic development industry.
- Proficient in financial management and analysis and in identifying economic development potential and opportunities.
- Strong ability to assess the local economic, cultural, and political environment for economic development opportunities.
- Strong ability to promote community economic development projects and initiatives.
- Strong ability to develop and analyze business plans.
- Strong ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Strong ability to develop strategic partnerships and facilitate the development of collaborative relationships.
- Strong ability to deal sensitively with a wide variety of people and complex issues.
- Strong interpersonal and communication skills demonstrated through the ability to facilitate, network, negotiate, analyze, and inspire confidence.
- Ability to work independently, with strong diplomatic and negotiation skills.
- Ability to develop, assess, and implement strategies, programs, and initiatives to meet the AOO's mandate, goals, and objectives.
- Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.
- Strong abilities in planning, organizing, prioritizing, problem solving, and time management.
- Strong research skills and abilities including the ability to examine and assess materials, prepare a variety of correspondence and reports, analyze and interpret documents, interpret and provide advice on economic development issues.
- Strong ability to exercise effective judgement, political sensitivity, creativity, and enthusiasm to achieve high-level, effective interactions.
- Strong group facilitation and presentation skills to lead effective conversations and achieve high-level outcomes.
- Strong ability to manage meetings; such as, develop agendas and supporting documentation, schedule presenters, take notes, track motions action items, and report on meeting outcomes.
- Strong listening, speaking, and writing abilities.

- Strong ability to respond effectively to and manage emerging priorities and firm deadlines within a multi-disciplined, fast-paced, and changing environment.
- Ability to work independently and in a team environment.
- Advanced skills with the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook).
- Must possess a strong sense of personal integrity and uphold ethical practices.
- Must be fluent speaking and writing in English.
- Must perform all functions in such a manner that ensures complete confidentiality of the AOO privacy entitlements.
- Must be able to travel to attend meetings, conferences, and events.
- Must hold a valid Driver's License.