



## TI'azt'en Nation

PO Box 670, Fort St James, B.C. V0J1P0  
Phone: 250-648-3212 Fax : 250-648-3250



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### Economic Development Officer/Proposal Grant Writer Job Posting

Supervisor: Executive Director

#### Primary Responsibilities:

- Assist TI'azt'en Nation in Economic Development initiatives
- Develop policies and administer programs to promote business ventures.
- Secure funding for economic development ventures
- Identify and foster economic development activities including representing TI'azt'en Nation interests on various Boards, also report on activities etc.
- Respond to enquiries from TI'azt'en members concerning development opportunities
- Write proposals and submit
- Promote TI'azt'en Nation communities marketing
- Travel to other communities to attend workshops, conferences, networking etc.
- Follow INAC Requirements such as: work with representatives, submit annual plans and budget.
- Follow government regulations for business development
- Market researcher
- Must follow the direction of the TI'azt'en Nation Policy and Procedures Manual.
- Plan workshops-capacity building initiatives
- Create a Economic Development Advisory Committee (EDAC)

#### Secondary Responsibilities

- Archive all necessary documents/keep records to track proposals
- Write reports and proposals for other departments to support a business development.
- Other related tasks, ex. community planning and committee participation as required and/or requested by the immediate supervisor.
- Demonstrated experience in writing successful proposals, particularly government proposals, in one or more of the following areas
- Economic Development, Education and Youth Development
- Family Support, Health, Housing, and Legal Services.
- Experience with school-based and youth development programs a plus.

- Ability to analyze and present data in a compelling manner.

#### Education

- Grade 12 Diploma
- Business Management Diploma

#### Skills:

- Financial Management
- Good interpersonal skills
- Strong Public relations skills
- Entrepreneurial skills
- Great organizational skills
- Outstanding computer skills
- Business plan developer
- Strong written and oral communication skills
- Computer skills
- Knowledge of First Nations culture and heritage

#### Working Relationships:

##### Subordinates:

- None

##### Others

- Community Members
- Fellow employees
- Other departments
- General public

Please submit your cover letter and resume outlining how you meet these qualifications. Successful candidates will be contacted for an interview. Proof of certifications required prior to employment.

Submit resumes to Charlene Tom at: [Charlene.Tom@tlazten.bc.ca](mailto:Charlene.Tom@tlazten.bc.ca)

No phone calls please