



Date of Posting: January 22- February 15, 2018
Deadline for Applications: February 15, 2018, at 4PM

NOTICE OF COMPETITION

Job Title	Economic Development Advisor
Place of Work	265, Place Chef Michel Laveau, bureau 200, Wendake (Québec)
Job Category	Full-time Employment with 6-month probation period
Immediate Supervisor	Executive Director
Salary	According to FNQLEDC current salary scale
Order of Hiring Priority	Members of the First Nations
Job Description	<p>Under direct supervision of the Director General, the Economic Development Advisor will provide technical support for Community Economic Development Organizations (CEDO) and for Community Economic Development Agents (CEDA) by providing them with a range of first line advisory services. The successful candidate will be responsible for providing appropriate advice regarding start-up and consolidation activities, business development projects and community economic development. The Economic Development Advisor shall also be responsible for facilitation of the CEDO-CEDA network.</p>
Specific Functions	<ul style="list-style-type: none">• Take part in the implementation of structured regional projects by promoting co-operation and networking between the CEDOs-CEDAs and the main regional and provincial economic development stakeholders.• Accompany communities, who so desire, in the development of local action plans and local economic development strategic planning.• Establish and maintain direct connections to support communications and trust with CEDOs and CEDA; plan and implement regular communications with CEDOs and CEDAs.• Support CEDOs and CEDAs in regular problem-solving activities in the area of community economic development and provide support to CEDOs and CEDAs in the development and execution of projects requiring resources from the FNQLEDC network.• Based on the demands and needs of economic development agents, take into account all community needs in order to develop, in conjunction with management and the entrepreneurship technical advisor, recommendations for short and long-term solutions.• Develop and document community profiles in the area of the economic development and update profiles regularly.• Use community profiles to identify options for intervention by the FNQLEDC as well as the needs for advisory services in the field.

**Specific Functions
(continued)**

- Develop and maintain in-depth knowledge of FNQLEDC services and activities and of any current or future programs provided by various Departments.
- Inform CEDOs and CEDAs about FNQLEDC services and activities as well as other various programs available.
- Poll and collect information concerning training needs of CEDAs.
- In conjunction with economic development representatives, plan skills to be developed and organize training related to such skills.
- Develop and organize, in conjunction with the trainer, training sessions for CEDAs.

General Functions

- Prepare and draft reports for management.
- Attend staff meeting regularly: provide summary of work accomplished and list of upcoming projects.
- Keep up-to-date with Commission projects in order to focus the proper energy on achieving Commission objectives.
- Keep up-to-date with various fields that contribute to the improvement, efficacy and quality of the successful candidate work.
- Present FNQLEDC services and activities to various organizations, committees or working tables.
- Meet with different clientele groups and present the mandates and activities of the FNQLEDC.
- Regularly attend committees and co-operation tables.
- Responsible for execution of any specific mandates assigned.
- Ensure at all times proper communications and harmonious relationships with colleagues, members, communities and their staff.
- Submit to immediate supervisor any relevant suggestions to improve the work.
- Execute any other relevant tasks upon request from immediate supervisor.

Conditions for Access

- A bachelor's degree or equivalent training in administration or economics is a requirement.
- Two years' relevant experience in management, business development or economic analysis.
- Any combination of education and experience will be taken into account and considered.
- Knowledge of First Nations environment and experience with First Nations.
- Good command of English and French is obligatory.
- Good knowledge of computer and software tools, such as the Internet, email and specific software, such as Word, PowerPoint, Publisher, Outlook, etc.).
- Availability to travel at any time (with or without prior notice).
- Priority shall be given to members of the First Nations.

Personal Qualities

- Excellent communication skills.
- Major focus on details.
- Sense of initiative and self-directed.
- Ability to work as a team member.
- Discretion.
- Good sense of organization.
- Tact and diplomacy.
- Ability to analyze and synthesize.

Effective Date

Beginning of March 2018.

Candidates interested must submit a curriculum vitae and a cover letter indicating their interest in this position (obligatory) no later than February 15, at 4PM, to the attention of:

Mr. Mickel Robertson, Director General
First Nations of Quebec and Labrador Economic Development Commission
265, Place Chef Michel Laveau, bureau 200
Wendake (Québec) G0A 4V0
Fax: 418 843-6672
Email: lrheaume@cdepnql.org
Internet site: www.cdepnql.org

Only candidates that have been preselected will be contacted.