

Tłchq Government Job Description

Job Title: Casual Economic Development Officer

Department: Client Services

Reports To: Economic Development Manager

Location: Whatì

Job Status: Casual

Purpose

The Economic Development Officer (EDO) is responsible for the effective coordination and delivery of the department's business support programs and related services in all sectors, including business/entrepreneurs, traditional economy, arts and crafts and tourism. The work done by Economic Development Officers is aimed at developing, growing and sustaining a healthy business community in the Tłchq communities (Behchokq, Whatì, Gamètì and Wekweètì).

Scope

The EDO is responsible for the promotion, development, coordination and delivery of support programs, workshops and training that is specific to the development, growth and success of entrepreneurs and small businesses in all sectors, including those working in traditional economies. The EDO coordinates delivery business focused training and workshops and maintains training and event records documenting the involvement of Tłchq citizens and/or businesses in the programs coordinated by the EDO's. The EDO's provide advice, way finding and other assistance to clients to help them access a variety of funding programs and services that are available for small business. The EDO establishes and maintains relationships with local and regional governments, small businesses and other corporations operating in the Tłchq Region, with the goal of connecting Tłchq Citizens to business services and to other training and employment programs offered by the Department of Client Services. The EDO is an active participant in the Tłchq Regional Economic Working Group and provides input into the projects and plans advanced by TREDWG as directed. The EDO participates in a variety of interdepartmental meetings and interagency meetings, with the aim of ensuring opportunities to grow and support business, employment and entrepreneurship are considered in discussions. The EDO works with Community Governments to ensure the Business Registry and Tłchq Business Registry are kept current and are accurate in accordance with policy.

Duties and Responsibilities

Under the strategic direction of the Manager Economic Development, and working closely with the Director of Client Services and the Economic Development Officer:

- 1) Develops, delivers, and supports training programs and workshops relating to economic programs and services in all sectors, including business, traditional economy, arts and crafts and tourism by:
 - a) Developing and delivering programming to entrepreneurs and small businesses on business planning, bookkeeping/accounting, marketing, budgeting, cash flow management, licensing and regulation, and any other services that can be reasonably provided;
 - b) Maintaining records that document funding supports, training, client participation in events organized by the EDO which are aimed at assisting Tł̓ch̓q Citizens in developing their business;
 - c) Tracking client interaction and supports that the EDO has provided to clients, and providing quarterly reporting as required regarding client services provided monthly;
 - d) Identifying potential funding opportunities and providing advice to clients regarding funding proposals, applications for funding and documentation required by funding agencies to successfully apply for funding to advance business opportunities;
 - e) Coordinating the travel and logistics related to the delivery of training programs for business and entrepreneurs, ensuring all administrative paperwork and required approvals are in place for instructors, participants and any staff that are involved. This includes booking facility rentals, arranging refreshments, copying training materials, and ensuring training and related presentation equipment and supplies are assembled;
 - f) Collecting feedback from participants in programs delivered by the EDOs and assembling the feedback for the Economic Development Manager and Director of Client Services along with recommendations for future improvements.
 - g) Taking photos of public events organized by the Tł̓ch̓q Government in the area of business development supports, with appropriate permissions and providing photos for Tł̓ch̓q Government Reports.
 - h) Reporting on and troubleshooting logistical and administrative issues and concerns; and
 - i) Providing weekly activity reports, monthly reports with photos and final program reports in accordance with established deadlines.

- 2) Maintains a database of businesses and Tłıchǫ Businesses operating in the Tłıchǫ Region, to assist in the measurement of business growth as part of the Economic Development & Training Strategy by:
 - a) Working with the Manager Economic Development and Community Governments to implement business licensing within Community Governments (in 2022/23);
 - b) Working with Community Governments and others to ensure information regarding businesses operating in the Tłıchǫ Region is entered accurately into the business registry to enable the annual measurement of business growth in the Tłıchǫ Region and communities;
 - c) Assisting those businesses which would like to be accredited as Tłıchǫ Businesses in accordance with Chapter 26 of the Tłıchǫ Agreement, and listing all Tłıchǫ Businesses that are accredited are on procurement lists provided to the federal and territorial governments for projects in the Tłıchǫ Region and to the Communications department for Tłıchǫ Government website listings; and
 - d) Working with Tłıchǫ Artisans and GNWT ITI to register Tłıchǫ Artists in the NWT Artists program and photographing the artists and their artwork and assist in the development of artist profiles on GNWT and/or Tłıchǫ Governments websites.
- 3) Develops and maintains relationships with local and regional governments, corporations, local businesses and resource developers and through communication, advocacy, and networking:
 - a) Communicates the Department's mandate, goals and objectives and promotes a sensitivity for and understanding of Tłıchǫ economic opportunities and challenges.
 - b) Identifies potential business creation/employment initiatives and ensures local businesses and citizens are aware of these opportunities.
 - c) Delivers public presentations on economic development programs available and how to access them; and,
 - d) Establishes and maintains effective communication and working relationships with community governments, industry organizations, local and regional businesses and other agencies and governments working in the economic development field.
- 4) Facilitates and coordinates interagency meetings and sits on various committees relating to economic development by:
 - a) Arranging logistics for meetings locally with internal and external stakeholders, local government and businesses including the Tłıchǫ Regional Economic Development Working Group (TREDWG).
 - b) Preparing and distributing information packages and agendas for various meetings as directed.
 - c) Maintaining the official records of meeting minutes and reports.

- d) Coordinating schedules and activities.
 - e) Coordinating logistical supports including arranging meeting places; and,
 - f) Representing Tłchq Government in various working groups and committees relating to economic development.
- 5) Provides advisory assistance to clients and businesses by:
- a) Counseling and advising clients regarding the requirements of funding programs to be successful in their applications.
 - b) Liaising with other government contacts regarding client applications.
 - c) Assisting clients in getting the expertise they need to develop business plans and proposals, where required.
 - d) Providing advice on business licensing requirements to help business owners understand by-law and corporate registry requirements.
 - e) Providing administrative support to clients such as printing, faxing, email etc. to help them connect to business support.
- 6) Performs other related duties as assigned by their supervisor.

Supervisory Responsibilities

The Economic Development Officer reports directly to the Economic Development Manager, who provides day-to-day work. The Economic Development Officer may be asked to supervise casual employees from time to time.

Education and Skills

The Economic Development Officer is expected to have this educational background, work experience and skills:

- Two years in Business Administration from a college or technical school and one year's business experience in Economic Development, or an equivalent combination of education and experience.
- Good mathematical and problem-solving abilities, and an ability to analyze financial statements, prepare funding proposals and budgets, and assess business plans.
- Strong interpersonal and communication skills, and ability to work as a member of a team.
- Ability to work collaboratively with staff across the Tłchq region, and with other agencies.
- An understanding of Business Licensing By-Laws in the Tłchq Region
- An understanding of Corporate Registry requirements for corporations in the NWT.
- Familiarity with various sources of funding for business development and training.
- Familiarity with the Tłchq communities, and with their business and economic development opportunities and challenges.
- Strong commitment to skills and business development, and community economic development.

- Respects the importance of confidentiality in dealing with data and records.
- Familiarity with the Tłıchq language, culture and way of life.

Working Conditions and Effort

The Economic Development department is expected to demonstrate these abilities:

- Ability to sit for extended periods
- Ability to focus and attend to details for extended periods of time
- Willingness to work pre-approved overtime as required
- Ability to make effective decisions and solve problems
- Ability to make effective decisions and solve problems under stressful conditions
- Ability to work with a wide range of people, Tłıchq Government employees, community members and other organizations
- Ability to undertake multiple parallel tasks with minimal supervision
- Willingness to travel to the outlining communities of Behchokq, Whatì, Gamètì and Wekweètì as well as Yellowknife.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

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|---|--|
| Dated this _____ day of _____, 20__ | |
| _____ Employee's Printed Name | _____ Supervisor's Printed Name |
| _____ Employee Signature Date | _____ Supervisor's Title |
| | _____ Supervisor's Signature |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.