



**BUSINESS DEVELOPMENT OFFICER, BIOCENTRE
THESSALON FIRST NATION (TFN)
JOB POSTING**

PRIMARY DUTIES:

A contract position to assist in researching, developing, implementing, monitoring, and evaluating diversity initiatives for Thessalon First Nation's Bio Centre. Reporting to both the Band Manager and Chief, and liaising with key staff, this position will help develop the Bio Centre's Development Plan & Strategy.

MAJOR RESPONSIBILITIES:

- Assist in the creation, planning, implementation and measurement of the sustainable impact of diversity initiatives for the Bio Centre;
- Develop strategies in collaboration with the Economic Development Officer, Band Manager and Chief and Council;
- Assist in managing programs/special projects that are in alignment with the Plan;
- Liaison with internal and external resources to develop and facilitate forums for individuals/team players to network, share knowledge, challenges and ideas;
- Be a diversity champion internally/externally to increase TFN's Bio Centre's presence;
- Assist in researching potential funding opportunities;
- Assist in engaging TFN's community through consultation and feedback process;
- And other duties as may be required.

QUALIFICATIONS/SKILLS:

- Bachelor's degree or certificate with combined experience in a relevant field or significant experience in aboriginal business and economic development;
- Strong professional judgement who takes ownership of tasks and assignments;
- Strong interpersonal, relationship building and negotiating skills;
- Ability to function and maintain credibility with team players, senior personnel and leadership;
- Strong organization and people management skills, including ability to influence, co-ordinate and direct resources that do not directly report in to this position;
- Excellent written and verbal communication skills, including delivering presentations to large audiences;
- Ability to stay calm under pressure;
- Will require a clear criminal reference check prior to the start date of employment;
- Use of an automobile, valid driver's license and appropriate insurance is required;
- Ability to work flexible hours.

Please submit resumes by June 13, 2018, 3:30 p.m. to the attention of:

**Mary Jane Wardell
Band Manager
Thessalon First Nation
40 Sugarbush Road**

**Fax: (705) 842-2332
E-mail: mjwardell.tfn@vianet.ca**

No late applications will be accepted. Only those candidates selected for interview will be contacted.