



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Economic Development Officer

**Posting Type:** Internal

**Program:** Community Services

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Permanent Position

**Posting Closes/Deadline:** March 24, 2024, at 11:59 p.m.

**Tentative Interview Dates:** TBD

**Salary Range:** Pay Grade Level C (*Annualized Salary range \$53,310.40-\$57,366.40*)

### About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### Position Summary:

The Economic Development Officer (EDO) is responsible for planning, developing, coordinating and implementing economic development policies, strategies, and initiatives that improve the community, socioeconomic, and business development in the Mohawks of the Bay of Quinte.

Working time is divided between the office, meeting with community members, and travelling to outlying communities and through the province as necessary. EDO's are to use a grass root perspective to locate and meet with individuals, businesses, key contacts and government service providers.

The EDO must be prepared to work with excellent organizational and preparation skills to ensure they have the necessary tools to complete tasks while working away from the office.

Travel will be necessary for the EDO.

### Reporting:

This position will report to the Director of Community Services.

### Summary of Main Responsibilities:

#### ✧ Economic Development:

- Develop and implement an Economic Development Strategy.
- Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.

- Provide overall coordination and oversight for the implementation of the various projects and activities which are contained in the Economic Development Strategy.
- Secure funding for economic development activities and programs.
- Liaise with the economic development organizations.
- Interpret Department policies to staff and clients
- Facilitate the development, implementation and assessment of Departmental policies

☞ **Business Development:**

- Promote local opportunities and identify valuable commercial and industrial lands and assist businesses and investor prospects to view these properties.

☞ **Promotion, Marketing and Provision of Information:**

- The EDO must be familiar with background materials and information relating to the Mohawks of the Bay of Quinte and the political processes. Must demonstrate a non-political approach to communicate and foster relationships with politicians, elders and community members.

☞ **Planning and Technical Support**

- The EDO must maintain a sound administrative and organizational system, develop budgets and cash flow projections, use business planning software, and create presentations for public speaking opportunities. The EDO must also develop and track accomplishments related to an ongoing work plan that will guide the work in the Mohawks of the Bay of Quinte

☞ **Liaison, Relationship and Partnership**

- Maintain an awareness of regional, provincial and federal economic planning programs and activities.
- Develop and maintain active contact with other business and economic development organizations, and government agencies in order to stay abreast of current programs and services and ensure that the Community's interests are served.

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required**

**Requirements:**

- ☞ University degree in Regional Economic Development or related (Commerce, Economics, Business);
- ☞ 3-5 years' experience in the following four areas:
  - business and regional economic development
  - commercial and non-commercial financing
  - business counselling and proposal analysis
  - engaging and collaborating with business, industry, and other community stakeholders
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Economic Development certification and attainment of Economic Development Officer or Professional Aboriginal Economic Developer designation is an asset.
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

### **Knowledge, Skills and Abilities:**

- ✧ Knowledge of business and regional economic development
- ✧ Knowledge of commercial and non-commercial financing
- ✧ Knowledge of business counselling and proposal analysis
- ✧ Knowledge of economic and resource development issues facing the province (asset)
- ✧ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ✧ Ability to work as an individual and as part of a team
- ✧ Well developed interpersonal, public relations and relationship building skills
- ✧ Excellent organizational, time and file management skills
- ✧ Knowledge of and ability to interact with external partners
- ✧ Ability to be diplomatic
- ✧ Ability to deal with conflict

### **Behavioural Competencies:**

- ✧ Must be an empathetic and non-judgemental person
- ✧ Must maintain strict confidentiality
- ✧ Be honest, respectful and trustworthy
- ✧ Possess cultural awareness and sensitivity
- ✧ Be creative and flexible
- ✧ Demonstrate sound work ethic
- ✧ Demonstrate keen attention to detail

### **Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Mohawks of the Bay of Quinte	By Fax: 613-396-3627
	24 Meadow Drive	
	Deseronto, ON K0K 1X0	By Email: <a href="mailto:careers@mbq-tmt.org">careers@mbq-tmt.org</a>
	ATTN: Careers	

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org) or to find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*