

FIRST NATIONS - MUNICIPAL COMMUNITY ECONOMIC DEVELOPMENT INITIATIVE (CEDI)

SENIOR PROGRAM OFFICER - WESTERN REGION

SUMMARY OF THE FIRST NATIONS-MUNICIPAL CEDI PROGRAM

The First Nations - Municipal CEDI is a joint initiative of Cando and the Federation of Canadian Municipalities (FCM) that builds the capacity of adjacent First Nations and municipalities to enhance their community-to-community relationship and undertake joint planning for community economic development. In 2015, CEDI developed the *Stronger Together* Toolkit based on the experiences of its 6 participating partnerships nationwide. CEDI has currently completed its pilot phase (April 2013-March 2016) and began a second phase in April 2016.

POSITION SUMMARY

The First Nations - Municipal CEDI Senior Program Officer is a position with the primary responsibility for the management of the Western Region of the CEDI program and that all components of the program are delivered and maintained in an efficient and effective manner. The Western Region Senior Program Officer is responsible for program delivery in BC, Alberta, Saskatchewan, Manitoba, NWT and Yukon. The Western Region Senior Program Officer will work as a member of the CEDI team to ensure that program delivery with participating communities is carried out in a culturally, politically and socially appropriate fashion. This role will work with select First Nation communities and municipalities across Canada to design and facilitate strategic planning workshops and other supports for their joint work, with various internal and external audiences to share information about the program and will play a key role in program development and community selection for a future phase of CEDI.

Although, this position reports directly to the Cando Executive Director, Senior Program Officer will get direction from and work closely with the First Nations - Municipal CEDI Program Manager from the FCM, which is Cando's implementing partner organization for this program. The Senior Program Officer has supervisory responsibility for the CEDI Western Region Program Coordinator and CEDI interns who work out of the Cando office.

IMPORTANT NOTES

- This position is based in Edmonton, Alberta and requires extensive travel across western Canada with some travel to eastern Canada. Travel time comprises approximately 35 per cent of the role.
- This is a four-year contract ending in March 2021.

RESPONSIBILITIES & ACTIVITIES

Communications & Public Relations - work collaboratively with FCM's Communications team to coordinate website, traditional media and social media tasks consistent with the CEDI Communications Strategy; respond to inquiries about the program; and attend events such as seminars and conferences to present on any specific aspects of the CEDI program, or on the program as a whole.

Workshop Development, Partnership Coordination & Facilitation - design strategic planning workshop content; coordinate the logistics and facilitate CEDI workshops. Provide direct support to management of process with regards to partnerships ie. Coordinate joint conference calls with community partners, send out meeting agendas, produce minutes of joint meetings, regular follow-up, etc.

Capacity Building Activities - coordinate CEDI's First Nations-Municipal Network on LinkedIn and other activities to build capacity with participating communities including peer mentorship, capacity-building grants, study tours and dissemination of the *Stronger Together* toolkit and other resources.

Program Development - participate in program planning and design sessions that will ensure that execution and control phases of the program are planned to a moderate to high level of detail; provide support to the community selection process for CEDI Phase 2.

Program Management - execute the program work plan and monitor the work progress; oversee and monitor the Western Region budget; ensure that risks are managed and work progress and status is communicated to the project stakeholders; contribute to semi-annual and final reporting as per the reporting requirements outlined in the contribution agreement with the program funders; and assist with the coordination of Program team meetings.

Supervision - develop workplans with the Western Region Coordinator and CEDI intern and supervise their work ensuring timeliness and quality of their work.

Research & Publications - assist with the research and coordination for the publication and dissemination of knowledge products, including the *Stronger Together* toolkit, that are produced as outcomes of the program.

Support to Cando Initiatives - attend and otherwise support Cando's existing special events, conferences and initiatives as required.

EDUCATION & EXPERIENCE REQUIRED

- Bachelor's degree in a related field that is supplemented by related experience with demonstrated success in program delivery; graduate education would be an asset. An equivalent combination of lesser education and experience will be considered.
- A minimum of four years of related, hands-on program development and management experience is required.
- Understanding of strategic planning frameworks and processes and experience designing and leading strategic planning workshops.
- Working knowledge of existing federal and provincial programs and initiatives available to Aboriginal communities that support economic and business development.

- Experience working with Aboriginal communities, civil society organizations and governments across Canada.
- Experience working with municipalities or municipal programming is an asset.
- Experience preparing workplans and supervising staff.
- Experience working independently with the ability to prioritize and meet deadlines.
- Bilingualism (English, French) and knowledge of indigenous language(s) is an asset.

KNOWLEDGE, SKILLS & ATTITUDE REQUIRED

- Ability to work very effectively as a part of a team.
- Understanding of Aboriginal culture and protocols.
- Understanding of economic indicators and current issues, constraints and potential solutions to economic development amongst First Nation communities.
- Knowledge of existing federal and provincial programs and initiatives available to Aboriginal communities that support economic and business development.
- Demonstrated knowledge and understanding of strategic planning, business planning, community and regional economic development practices and techniques.
- Excellent facilitation experience working with groups and teams.
- Excellent communication skills, written and verbal. As much of the team communication happens using Skype, phone or email, this position requires a willingness to communicate virtually.
- Strong general computer skills including MS Word, Excel, PowerPoint and Skype. Experience using Citrix, Join.Me, LinkedIn, Twitter and Ingeniux CMS are assets.
- Strong decision-making, problem solving, conceptual and strategic thinking skills.
- Excellent interpersonal and diplomacy skills.
- Exceptional time management skills, organization skills and attention to detail.

Salary is commensurate with education and related experience. Relocation costs (if applicable) may be considered for a successful applicant.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.

Deadline for applications: December 19, 2016

Please forward your cover letter & resume to the attention of Svitlana Konoval, Manager of Administrative Services at skonoval@edo.ca.