

FIRST NATION-MUNICIPAL COMMUNITY ECONOMIC DEVELOPMENT INITIATIVE (CEDI) PROGRAM OFFICER

FIRST NATION-MUNICIPAL CEDI PROGRAM SUMMARY

The First Nation - Municipal CEDI program is a joint initiative of Cando and the Federation of Canadian Municipalities (FCM) that aims to increase the capacity of participating First Nations and adjacent municipalities to build sustainable partnerships and to engage in joint long-term land use and community economic development planning and initiatives.

Having completed a pilot phase (2013-2016) with six First Nation-municipal partnerships and a second phase (2016-2021) with nine additional partnerships, the program is well positioned for growth. CEDI Phase III started in June 2021 and over the next four years (2021-2025) will aim to support eight new First Nation-municipal partnerships, as well as to develop alternative funding and delivery models to increase access to the expertise, knowledge, and support by more communities.

POSITION SUMMARY

Under the supervision of the Senior Program Officers (SPOs) based at Cando and FCM, the Program Officer (PO) will contribute to the overall implementation of the program, including providing technical, administrative and facilitation assistance (both face-to-face and virtual) to First Nation-municipal partnerships, supporting with program monitoring and evaluation and reporting, and promoting the program through various communications channels and platforms.

If the challenge of working on an innovative program and developing and fostering First Nation-municipal partnerships is something you are interested in, then this position could be an excellent opportunity for you.

KEY RESPONSIBILITIES

- Support the Senior Program Officers with overall program delivery for four First Nation-municipal partnerships across Canada.
- Contribute to workshop design, coordination and facilitation related to relationship-building, capacity development, community economic development, land use planning, and collaborative strategic planning;
- Contribute to general First Nation-municipal partnership support, including coordination and administration tasks;
- Contribute to the design of partnership development and planning documents, activities and processes;
- Compile information and resources on wise practices and key topics related to joint First Nation-municipal economic development cooperation, including jurisdictional, governance, land-use, economic development, and collaborative planning.

JOB DESCRIPTION – CEDI PROGRAM OFFICER

- Support CEDI communications and media, including contributing to the development and maintenance of the virtual Knowledge Hub, monitoring the First Nation-municipal online network, preparing national communications, etc.;
- Support with CEDI program monitoring and evaluation;
- Contribute to annual reporting as per donor reporting requirements;
- Provide general administrative support including developing contracts, document editing, agenda setting, minute-taking, preparing briefing documents for the CEDI team, etc.;
- Support Program Assistant with CEDI team travel logistics and booking; and,
- Support Cando SPO to prepare for and present at Cando Conferences (Annual Conference, Youth Summit, Links to Learning, etc.)

Additional responsibilities may be added by Senior Program Officers according to program needs.

EDUCATION

Post-secondary education, (preferably an undergraduate degree in a related field) that is supplemented by three – five years of related experience working with Indigenous communities, facilitation and demonstrated success in program delivery.

KNOWLEDGE AND EXPERIENCE

- A minimum of three years of related, hands-on experience is required.
- Experience working with Indigenous communities, organizations, and governments across Canada.
- Knowledge and understanding of economic indicators that provide scope to Indigenous economic development and knowledge of related economic development issues and priorities.
- Knowledge and understanding of the current issues, constraints, and potential solutions to economic development amongst First Nations.
- Knowledge of existing federal and provincial programs and initiatives available to Indigenous communities that support economic development and land-use planning and management.
- Experience in research and program development and management, including report writing.
- Experience in designing community engagement and workshops in-person and online.
- Experience in group facilitation and consensus building, preferably with First Nations and/or municipalities.
- Experience in dialogic and participatory decision-making design and facilitation.
- Experience in delivering programs in collaboration with other partner organizations.

COMPETENCIES

- Strong facilitation, partnership building and conflict management skills.
- Excellent interpersonal skills with the ability to establish rapport and credibility with a multiplicity of stakeholders.
- Excellent communication skills, written and verbal.
- Strong general computer skills including MS Word, Excel, PowerPoint, and Zoom/Microsoft Teams. Experience using SharePoint, Slack, Facebook, LinkedIn, and Twitter are assets.

JOB DESCRIPTION – CEDI PROGRAM OFFICER

- Strong decision-making, problem solving, conceptual and strategic thinking skills.
- Self-motivated to deliver results under time pressure.
- Exceptional time management skills, organization skills and attention to detail.

WORKING CONDITIONS

- Indigenous-led, general non-profit office environment.
- Moderate to heavy workload and deadline pressures.
- Requirement to manage multiple tasks at the same time.
- This position is based at the Cando Office in Edmonton, Alberta.
- This position requires extensive travel (up to 35%) within Canada.
- The general hours of work will be 8:30am – 4:30pm MT however, employees are able to implement a flexible schedule with the approval of the Executive Director.
- Cando strives to ensure the workplace environment supports the dignity, self-esteem, and productivity of employees, volunteers, and student placements, and is free of discrimination.

The salary range is \$75,000 - \$85,000 and will be determined based on the successful candidate's knowledge and related experience. Health and dental benefits upon successful completion of probationary period. Relocation expense (if applicable) is the responsibility of a successful applicant.

At Cando, we are committed to recruiting a diverse workforce that represents the First Nation, Métis, and Inuit communities that we so proudly serve. **Preference will be given to Indigenous applicants** meeting the qualifications. Please self-identify upon applying. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.

Deadline for applications: December 17, 2021

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