



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Economic Development Advisor

Position Classification: Full-time Permanent

Location: Port Alberni Office (Port Alberni, BC)

Authority Relationship: Reports to the Economic Development Officer

Salary Range: \$72,000 - \$82,000

POSITION SUMMARY

Reporting to the Economic Development Officer, the Economic Development Advisor at Huu-ay-aht First Nations (HFN) plays a pivotal role in fostering economic growth and enhancing tourism initiatives. This position is responsible for identifying suitable businesses, crafting grants for economic development projects, and spearheading the formulation and execution of comprehensive branding and economic marketing strategies for HFN.

JOB DUTIES:

- Proactively identify and compose grants tailored to bolster a spectrum of economic development endeavors, fostering growth and sustainability.
- Align all developmental and strategic plans meticulously with the evolving needs and overarching mandate of HFN.
- Serve as a liaison for tourism economic development by fostering relationships with key stakeholders, including public officials, the private sector, and the broader community, facilitating seamless collaboration and partnership.
- Collaborate closely with the Economic Development Officer, lending support to capital projects and actively exploring untapped business prospects, driving forward HFN's economic landscape.
- Provide guidance to the Economic Development Officer, pinpointing potential gaps, unmet needs, or strategic pivots that could enhance the value proposition of the HFN organization.
- Engage in comprehensive research, analysis, and strategic plan development, under the expert guidance of the EDO, to chart the course for tourism and business growth initiatives.
- Extend support to the EDO in navigating day-to-day operations, offering strategic recommendations and insights, bolstering operational efficiency and effectiveness.
- Ensure a steadfast alignment of decisions with the pressing needs and aspirations of the Nation, underscored by relentless community engagement and feedback loops.
- Remain adaptable to the fluid dynamics of the role, readily embracing additional priorities as directed by the Economic Development Officer.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or Diploma in fields such as Business Administration, Communication, or Tourism.
- Minimum of 3 years of recent experience in finance, tourism/business development. Execution of promotional or marketing activities within the past 5 years is essential.
 - Equivalent education or tourism/marketing experience will also be considered.
- Membership in regional/provincial business or Tourism & Economic Development Associations (such as TVI, DBC, TBC, BCEDA, etc.) is highly advantageous.

- Project Management Professional (PMP) designation is an asset.
- Stakeholder Management Certification is an asset.
- Willingness to uphold and learn the HFN Organizational Vision, Mission and Values and HFN principles, culture, and history.
- Demonstrated expertise in developing funding/partnership proposals and collaborating with First Nations Communities, highlighting a strong track record in fostering sustainable partnerships.
- Extensive community consultation experience is required, encompassing a diverse range of activities such as:
 - Developing and implementing rural engagement/communication strategies.
 - Initiating branding and awareness campaigns (including social media outreach and strategic engagement).
 - Proficiently managing projects involving multiple stakeholders in a rural setting.
 - Possessing sound knowledge of web-based and social media marketing tailored for rural-based communities.
- Track record of successfully navigating regulatory frameworks and compliance requirements specific to economic development initiatives.
- Demonstrated experience in leveraging data analytics and market research to inform decision-making and drive strategic planning processes.
- Strong administrative skills, along with excellent oral and written communication skills, including presentation skills.
- Ability to maintain confidentiality and neutrality in all aspects of work.

OPERATIONAL REQUIREMENTS:

- Valid Class 5 Driver's License.
- Willingness and ability to work overtime, including evenings and weekends.
- Excellent oral and written communication skills, including presentation skills.
- Successful background checks, employment verification, criminal records checks, work reference checks, and education/credential verification.

PERSONAL ATTRIBUTES:

- **ʔiisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **ʔuuʔaʔuk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huyuayaht.org by fax 250-728-1222. Please quote Economic Development Advisor Job Posting. Closing date for this position is April 2nd, 2024 at 4:00 p.m.

Vision - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

Mission - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuti, and revitalizing language and culture for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

Professionalism

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

Respect

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

Health

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

Support

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other