



# Kee Tas Kee Now Tribal Council Administration EMPLOYMENT OPPORTUNITY ECONOMIC DEVELOPMENT OFFICER

Kee Tas Kee Now Tribal Council Administration (KTC) is seeking a highly motivated individual for the position of Economic Development Officer. The Economic Development Officer will report directly to and will be supervised and evaluated by the Chief Executive Officer for the successful undertaking of his/her duties.

KTC works directly with five First Nations in Northern Alberta and the KTC office is located in Loon River First Nation. KTC requires an enthusiastic, organized person who will be responsible for planning, developing, coordinating and implementing economic development strategies and initiatives that will improve the economy of the KTC Member Nations.

This position must use a variety of methods to perform continuous assessment of economic development needs, including maintaining an inventory of existing businesses, sector activities and current labour force in the communities.

#### Qualifications:

- Economic Development Bachelor of Commerce Degree but a MBA would be preferred
- Must possess a minimum of 2-3 years of experience in business or economic development related positions
- Experience in budgeting, communications and proposal writing
- Proficient in the use of technology
- Excellent verbal and written communication skills
- A positive and diplomatic manner, proven conflict resolution and team management skills
- The ability to speak fluent Cree is an asset

**Other qualifications include:** strong time management skills, ability to work effectively in a cross-cultural setting and flexibility in hours of work and working conditions. Extensive travel is required including attendance at meetings. The salary for this position will be commensurate with skills and work experience and includes a comprehensive benefit package.

**Please submit a cover letter providing permission to contact references, and resume with three references via email to:**

[veronica.thunder@kctadmin.ca](mailto:veronica.thunder@kctadmin.ca)

KTC Administration, P.O. Box 120, Atikameg, AB, T0G 0C0

**DEADLINE: Friday, September 07, 2018 @ 12 noon**

*Applicants are thanked in advance for their interest; however, only those selected for consideration/ interview will be contacted. The Personal information submitted pursuant to the advertisement will be utilized for the employment opportunity only and is subject to compliance with the Freedom of information and protection of privacy act.*

