

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Business Support Officer

PURPOSE OF THE POSITION

To provide support for the Matawa First Nations Management (MFNM) Economic Development Department to help ensure quality service and operations are carried out in an effective and efficient manner. To ensure the deliverables of the Matawa Business Support Program funded by the Local Poverty Reduction Fund is achieved.

SCOPE

The Business Support Officer reports to the Economic Development Manager and is responsible for providing project related duties and general support for the Department. The Business Support Officer promotes entrepreneurship and guides entrepreneurs to investment readiness for business start-up, maintenance and/or expansion. The Business Support Officer will assist in the coordination of a key capacity building initiative for the Matawa communities called the 'Matawa Business Support Program'.

The Business Support Officer is responsible for dealing with economic development issues for the community, and serves as the resource person for the Matawa Economic Development Committee and other community representatives. The Business Support Officer will assist the First Nations Economic Development Officers to build capacity and readiness for economic opportunities with the member First Nations communities and region, especially with our young people. The Business Support Officer will also work with sub-committees and planning groups such as the Native Camp Operators Alliance / Tourism group.

RESPONSIBILITIES

Economic Development Program Support Services

The Business Support Officer will provide support for the Economic Development Office and the Economic Development Committee.

Main Activities

- Provide Economic Development support for the Department Manager
- Plan and provide entrepreneurship outreach services and activities such as business planning support, investment advice, intake, and assistance with identifying resources for equity, preparation of financials for business startup or expansion
- Provide advice to community members on the process for investment decisions, identify means to increase project feasibility and mitigate risks
- Identify operational weaknesses, and develop work plans for each community member requesting support
- Complete an assessment of community members' needs for business skills and training
- Design and deliver info session and workshops on business startup or expansion
- Develop a database to manage community contacts, request for services, and information provided as required for funding reports and project evaluations
- Liaise with First Nations communities, economic development organizations, and economic development officers, project partners, funding agencies or other groups
- Participate in Matawa's meetings, First Nation and company meetings; attend conferences
- Ensure all Economic Development related meetings have agenda, meeting minutes, action items and all documentation is disseminated as required
- Implement Departmental File/Records Management and Retention Policies
- Maintain, Monitor and develop the general filing system and file all correspondence and information resources
- Implement ECO Logbook activities
- Maintain the ECO Department Binder
- Become familiar with background materials and information relating to community and political processes
- Use a non-political approach to communicate and foster relationships with Chief and Council, Elders and community members that lead to the creation of effective local economic development strategies and practices
- Use a variety of qualitative and quantitative methods to perform continuous assessment of business development needs, including maintaining an inventory of existing businesses and sector activities
- Become aware of and attend regular and special meetings related to economic development with key representatives
- Prepare monthly reporting for the First Nation representatives and the Department Manager, according to established project guidelines

- Assist with project briefs for reserve representatives, project reports, updates and final reports for all project activity
- Other duties as assigned and required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A post-secondary diploma or degree in Business, Finance or Accounting, with a minimum of three (3) years business experience
- Strong accounting and business management skills
- Community-based Economic Development theories and practices
- Local, regional and territorial economic development potential and opportunities
- Economic development Corporation structures
- Office administration
- An understanding of relevant governmental legislation, policies and procedures
- An understanding of the northern-Ontario economic, cultural and political environment
- An understanding on First Nations governments, culture and lifestyles

Skills

The incumbent must demonstrate the following skills:

- Ability to develop business plans and initiatives
- Team building skills
- Analytical and problem solving skills
- Project management and decision making skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skills
- Experience working within Aboriginal communities or with Aboriginal clients.
- Experience with supporting project planning/implementation processes
- Experience in on-site training would be considered as an asset
- Ability to manage multiple assignments and meet deadlines
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- Stress and time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Business Support Officer. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful

- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Demonstrate keen attention to detail, precision and thoroughness
- Proven ability to work with people of diverse educations, cultural and language backgrounds

WORKING CONDITIONS

Physical Demands

The Business Support Officer may have to travel throughout the Matawa region in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Business Support Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Business Support Officer may have to manage a number of clients and projects at one time, and they may be interrupted frequently to meet the needs and requests from the Manager and other MFNM personnel. The Business Support Officer may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The Business Support Officer may be noisy and busy making it difficult to concentrate.

Mental Demands

The Business Support Officer will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.