



## Metis Settlements General Council

### Job Posting – Economic Development Assistant

Contracted position to March 31, 2023, with the possibility of extension to March 31, 2024, March 31, 2025, etc., subject to grants availability. Available immediately; this competition will remain open until a suitable candidate is found.

#### Summary

Contracts and payment processing assistance, entrepreneur recruitment, general administrative support, support for outreach and agenda development, general networking and research. The Development Assistant engages Administrators and Councils in the development of sector or project development, in community. The Assistant is delegated duties by the Economic Development Coordinator (EDC), under the monitor of the Chief Administrative Officer (CAO).

#### Description of Duties:

- undertaking training as directed;
- tracking activities and outcomes in bi-weekly reports to the EDC and CAO;
- drafting and tracking contracts with vendors and Settlements;
- assist contract and financial processing as part of a team with the CAO and the finance division at MSGC;
- monitor outcomes and sequential payments under contract to contractors or Settlements;
- review incentive systems in the Open Entrepreneurship group to drive productive, meaningful outcomes;
- review and edit curriculum paths in the Open Entrepreneurship group;
- engaging the open entrepreneurship group to provide gift card awards for course completions on a bi-weekly schedule;
- tracking payments and grants to entrepreneurs as part of a benefits pathway for horticulturists or general business developers;
- pathfinding for entrepreneurial business developers in a Teams Channel environment with links to other resources and institutions;
- coordinating other institutions, events, and conference opportunities;
- promoting Council directives in community for community projects;
- promoting wise practices in governance development in accordance with the international literature on separating politics from business activity;
- encourage outcomes under contract, monitoring and motivating vendors and Settlement Partners to “get things done”;
- other duties to cover for the Economic Development Coordinator, as required.

#### Key Performance Indicators

KPI1: the number of completed engagement and organized documentation on contracts pertaining to pre-feasibility, feasibility, project implementation plans, or other assessments per year; current is about 15; goal is 25.

KPI2: the number of completed community-owned governance structures with articulated business plans (“shovel ready”); current is 3 goal is 8



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KPI3: the number of qualified entrepreneurial business plans in horticulture or general entrepreneurship; current is 2; goal is 60 by end of 2024 planting season.

KPI4: the total of completed training hours per year (h), and (h/\$); current is about 8,000 and \$5; goal is 25,000 and \$5.

KPI5: the total number of Members in the open entrepreneurship meetings; current is 25-30; goal is 45-60, and the technical maximum is 250.

### Education and Experience

The ideal candidate holds a diploma in business administration, data management, information technology, or economics, and has advanced experience with contract management, spreadsheets, and document management. The ideal candidate should be agile in online environments and possess strong organizational ability. The ideal candidate possesses a good understanding of the history, culture, legislation and policy of the Metis Settlements. The ideal candidate understands ethics and best practices in economic development. The ideal candidate understands international financial reporting standards (IFRS), and best practices in procurement. The candidate must be willing and able to travel to meet with the Settlement Councils; estimated travel time is up to 30% of total work.

### Salary Range \$55,000-\$65,000.

To apply: email your resume with a cover letter to [reception@msgc.ca](mailto:reception@msgc.ca); with a cc: to [cao@msgc.ca](mailto:cao@msgc.ca). Put “**Economic Development Assistant**” in the subject line. Please provide three current references. Please indicate your available start date in your cover letter.