

Program Officer for First Nation – Municipal Community Economic Development Initiative (CEDI) Program

Description:

Regional facilitation and program delivery support for the First Nation-Municipal Community Economic Development Initiative (CEDI). CEDI is seeking an individual from Ontario or Quebec, specifically, but welcomes submissions from across Canada. Preference will be given to Indigenous and bilingual practitioners.

Background:

The First Nation-Municipal [Community Economic Development Initiative \(CEDI\)](#) is a joint initiative delivered by Cando (Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM), funded by Indigenous Services Canada (ISC).

The purpose of CEDI is 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. It provides accompaniment to selected applicants, including relationship-building workshops, technical expertise and learning opportunities, as well as a modest capacity development grant to build the capacity of the partnership to advance a joint community economic development initiative.

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. Phase III (2021-2025) will support eight new First Nation-municipal partnerships and develop alternative funding and delivery models to increase access to the expertise, knowledge, and support for more communities. Phase III will also seek to pilot regional delivery, with emphasis on British Columbia and Quebec, but not limited to these two provinces.

Purpose of the Contract:

Cando and FCM are seeking an individual to support regional facilitation and delivery of the program with First Nation-municipal partnerships. Working in collaboration with Cando and FCM's CEDI staffs, the Program Officer will support the overall delivery of the CEDI program with select First Nation-municipal partnerships. Regionally based, the Program Officer will support CEDI staff to adapt the [Stronger Together](#) materials and approach to regional/territorial specific context as required.

Scope of Work:

CEDI Project Support:

- Support overall program delivery with First Nation-municipal partnerships using the CEDI “Stronger Together” process, materials and wise practices.
- Compile information and resources on key topics related to joint First Nation municipal economic development cooperation, including jurisdictional, governance, land-use, economic development, and collaborative planning.
- 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.
- Contribute to the design of program development and planning documents, activities and processes.

- Liaise with and provide direct process and technical support to First Nation-municipal partnerships.

Workshop Design and Delivery:

- Contribute to CEDI workshop design and coordination 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, logistics and administrative tasks.
- Liaise with and support guest subject-matter experts/presenters as the need arises.
- Co-facilitate CEDI partnership workshops and lead workshop reporting.

Project Administration:

- Support partnerships' monthly Working Group meetings, by assisting with meeting logistics, administration, document preparation and follow-up.
- Provide general administrative support including developing contracts, document editing, agenda setting, minute-taking, preparing briefing documents for the CEDI partnership activities.
- Support with CEDI program monitoring and evaluation for reporting purposes as per donor reporting requirements, as it relates to the First Nation-municipal partnerships.

Experience, Knowledge and Skills Required

- Bilingual (English/French) proficiency is an asset.
- Proficient in working with Microsoft Office (including Outlook and SharePoint), PC and Apple systems, and various software programs
- Excellent written communication skills
- Experience working with Indigenous communities, organizations, and governments across Canada.
- 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.
- 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.

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

If you have related experience and are interested in First Nation and municipal collaboration, this might be an excellent opportunity for you. We kindly ask that you submit the following to express your interest:



1. Resume
2. Cover letter

Preference will be given to Indigenous candidates meeting the qualifications. Please self-identify upon applying.

Bilingual (French/English) candidates will be sought for working with Francophone communities. Please indicate level of fluency in French and English.

Please send your resume and cover letter to the CEDI team at cedi@edo.ca

This opportunity will remain open until the position is filled.