



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY – Economic Development Officer
(Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the $\text{t}uk^{waa}a\text{t}h$ (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our $\text{h}aa\text{h}uu\text{t}i$ (traditional territory).

Toquaht envisions a healthy community where $\text{mas}\check{c}im$ (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our $\text{h}aa\text{h}uupacamis$ (teachings).

- $\text{hi}\check{s}ukma\ \acute{c}awaak$ – Everything is one
- $\text{?a?apca?aa}\check{t}uk$ (taking care that something proceeds correctly)
- $\text{?uu?at}\check{t}uk$ – Taking care of one another
- ?iisaak – Highest respect

Position Summary

In 2011, the Maa-nulth Treaty was implemented and Toquaht Nation set out on a journey to build a vibrant community and bring our people home to live and thrive on Toquaht territory. Reporting to the Director of Operations, the Economic Development Officer (EDO) will be responsible for leading and supporting the development and retention of diverse, sustainable, and profitable economic development opportunities for the Toquaht Nation Government and Toquaht citizens that respect the environment, history, culture, and traditions of the Toquaht people. The EDO will implement a holistic approach to economic development, ensuring opportunities and activities align with Toquaht values and laws. This includes building the capacity of Toquaht citizens to become successful entrepreneurs, conducting internal assessments to identify support needs, and adhering to principles of independent, accountable, and transparent governance. Although existing Toquaht corporations operate separately from Toquaht Nation Government, the EDO will independently assist the Manager of Business Operations and both Holdings and Operating Boards with assessing and developing business opportunities for the nation within their mandate.

Major Areas of Responsibility

Promote Economic Initiatives

- Develop business plans, feasibility studies, community plans and/or funding proposals, in accordance with Toquaht laws, values and strategic plans.
- Identify and negotiate new business relationships with external parties, as required.
- Identify and negotiate and secure funding and/or financing for business and training projects with governments (federal, provincial, and municipal) or other agencies.
- Conduct market research, SWOT analyses, and risk assessments to evaluate opportunities and mitigate potential challenges, including cultural, environmental, and community impacts.



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Economic Advising

- Provide strategic and technical advice, support, and information specific to economic development activities and opportunities – including potential impacts on economic, environmental, community and cultural well-being - Toquaht Executive, and when appropriate the holdings and operating boards.
- Participate in the development of briefing materials, reports, and presentations, ensure that the applicable Toquaht authorities, decision makers, and citizens remain informed.
- Establish and maintain positive and effective business relationships with organizations and partners on behalf of Toquaht Nation.
- Provide information, materials and resources related to business development, business planning, and financing strategies to Toquaht citizens to support individual entrepreneurship opportunities.
- Mentor Toquaht entrepreneurs, facilitate training workshops, and connect them with funding sources, networks, and mentors to foster self-determination and capacity building.

Administrative Oversight

- Support the administrative functions of the holdings and operating boards by ensuring that governance policies and procedures are developed, documented, and implemented in alignment with Toquaht laws.
- Monitor and report on compliance with respect to activities within approved business plans, mandates, and budgets
- Assist in the development, implementation, and revision of a Toquaht economic development plan, including the ongoing evaluation of impacts on community, cultural, environmental, and economic well-being.
- Research and implementation of Business Licensing
- Create, monitor effectiveness, and make available an operation manual consisting of relevant and required economic development policies and procedures.
- Work with the Finance department to prepare financial reports, budgets, cash-flow projections, and performance metrics to track progress against economic goals, such as job creation, business growth, and community wellness indicators.
- Other related duties as required or directed by the Director of Operations

Qualifications and Experience

- Degree in Business Administration, Political Science, Planning, or a related field. An equivalent combination of education and experience may be considered.
- Minimum 5 years of directly related experience, with a proven track record of developing and managing business and/or economic development initiatives.
- Experience in writing successful grant applications
- Experience working within modern treaty First Nations and/or organizations is an asset.
- Experience negotiating and working in partnership with Federal, Provincial, Territorial and/or Indigenous governments.
- Knowledge of Toquaht Nation values, laws and customs is an asset.



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Knowledge and Abilities

- Working knowledge of the political and social environment with respect to Indigenous economic development.
- Knowledgeable of business, feasibility, marketing, and communication plans.
- Knowledge of sustainable economic and community-development models and related systems for the evaluation of well-being.
- Ability to foster positive relationships and communicate effectively with staff, community members, and external stakeholders.
- Excellent communications skills, including public speaking and written communications.
- Skilled in drafting and presenting documents and advice, including briefing notes, presentations, and other materials.
- Ability to effectively recruit and manage a wide range of experts.
- Skilled in budget management, project proposals, and cost estimates.
- Experience effectively working through complex project challenges with a strength based, solution-oriented mindset.
- Technical skills in using computer programs such as MS Word, Excel, PowerPoint.
- Proficiency in financial accounting, business planning software, digital marketing tools, and data analysis for market research and impact assessments.
- Commitment to ethical practices, cultural sensitivity, and incorporating traditional knowledge in economic strategies.

Operational Requirements

- Must have a valid driver's license, vehicle, and ability to travel.
- This position is based in Ucluelet, B.C. with some travel to Macoah, on Toquaht territory, with potential for hybrid work arrangements.

What We Offer

Toquaht Nation Government is pleased to offer a generous compensation package which includes:

- Salary range is \$83,071 -94,752 per annum based on a 37.5-hour work week
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Professional Development opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Toquaht citizens or Persons of Indigenous background will be given preference. S16(1) CHRA.
This position is open until filled.