



Position Title: Project Manager – Economic Development	Role: Full-Time Term (2-years) With Possible Extension
Department: Economic Development	Travel Requirements: 0% – 5% per annum
Location: 24 Kitpu St, Scotchfort, PE	Hours of Work: 8:00AM – 4:00PM (M-TH) 8:00AM – 12:00PM (F)
Working Conditions: In-office	Approved by: Director of Economic Development

Profile:

Reporting to the Director of Economic Development, the *Project Manager – Economic Development* is responsible for a range of initiatives related to Abegweit First Nation’s economic objectives. Primary duties include research, data analysis, business development, project management and stakeholder relations.

Relationships:

Internally, the *Project Manager* will have organizational relationships with the following roles:

- Chief and Council, Abegweit First Nation
- Director of Operations, Abegweit First Nation
- Senior Operations Officer, Abegweit First Nation

Externally, the *Project Manager* can expect to engage with the following institutions within the course of regular duties:

- Mi’kmaq Confederacy of Prince Edward Island
- Indigenous Tourism Association of Prince Edward Island
- Other First Nation Organizations and Financial Institutions
- Private-Sector Business Partners
- Indigenous Services Canada, ACOA, Innovation PEI, Rural and Regional Development, and other Government Departments and Agencies

Accountabilities:

The purpose of the role is to increase capacity for projects, outreach initiatives, presence at events, administration, and growth opportunities for Abegweit First Nation. The incumbent could expect their days and tasks to reflect the breakdown below:

Economic Development (85%)

- Identify and apply for funding opportunities aligned with economic priorities
- Identify and pursue business development opportunities aligned with economic priorities
- Act as a catalyst in bringing stakeholders together to develop economic opportunities
- Design execution plans for economic development projects, including goals, objectives, budgets, timelines/milestones, resource requirements, risk mitigation tactics, and quality control measures
- Facilitate purchasing tasks including preparing RFPs, obtaining quotes, and sourcing suppliers
- Manage various and complex economic development projects from beginning to end, monitoring progress and troubleshooting issues with the *Director of Economic Development*
- Compile and analyze data to generate reports on the progress of economic development projects, and assist in the preparation of reports, presentations, and project documentation
- Represent Abegweit First Nation and its strategic objectives in stakeholder meetings
- Support and attend economic outreach initiatives for Abegweit First Nation
- Collaborate with other team members of Abegweit First Nation to implement economic development plans and initiatives

Entrepreneurship Development (10%)

- Work one-on-one with community members on business planning and strategy
- Help Indigenous entrepreneurs navigate available government supports and resources
- Help develop capacity of Abegweit First Nation's labor force and local economy by planning training workshops and other capacity-building initiatives

Special Projects & Community Relations (5%)

- Assist in planning special events by securing venues, arranging speakers, and coordinating with event planners as requested

Total Benefits Package:

- \$70,000-\$80,000 salary per annum
- 3-weeks' vacation
- Health & dental
- Friday afternoons off
- Professional development and growth opportunities

Qualifications & Experiences:

- Self-motivated and results driven
- Ability to manage multiple tasks with minimal supervision
- Partner and client-focused
- Ability to build relationships, internally and externally
- Proficient in MS Office Suites (Word, PowerPoint, Excel) and Adobe products
- Post-secondary education in business administration or a related field

Note: Management reserves the right to assign additional duties outside of what is listed above, as required to help achieve our strategic objectives.

Apply:

This position will remain posted until successfully filled. Qualified candidates who are interested in this position should send a cover letter and resume to:

Tyler Gould

Director of Economic Development

tgould@abegweit.ca