



**ADAMS LAKE INDIAN BAND**  
**JOB POSTING**  
**Economic Development Officer**  
**Full time – Permanent**

**NATURE & SCOPE OF WORK:**

Reporting to and under the general direction of the Executive Director, the Economic Development Officer is responsible for planning, organizing, promoting, and facilitating the economic development for the Adams Lake Indian and all its affiliated companies.

**POSITION TASKS:**

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures.
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- Promotes industrial and commercial business investment and development within the Adams Lake Indian Band, as per land use plans developed with Community.
- Collaboratively plans, develops, and organizes business plan development, lending circles, feasibility studies to enhance economic development opportunities of Band members, including best use of lease lands assessments.
- Participates in the Land Use Planning initiatives.
- Liaises with Provincial and Federal governments, Tribal Councils, and other economic development resources, including private and public business sectors to facilitate economic development initiatives.
- Performance management of existing Band business ventures including ongoing research, identify, and plan strategies to improve the economic development of the Band and its affiliated entities. This includes overseeing the Band public campgrounds, West Harbour Village, and the Adams Lake Development Corporation.
- Facilitates the development and delivery of entrepreneurial training programs for new and existing businesses.
- Conducts presentations and provides information to Chief & Council, Band members, Federal/Provincial/Municipal governments, and private agencies, as required.
- Develops and provides monthly reports to the Executive Director.
- Develops, establishes, and maintains business contacts with all levels of government and business investors to enhance business development.
- Researches and identifies funding sources for existing and purposed business ventures and develops funding proposals for submission and oversight if successful.
- Develops and implements economic and business development promotional material.
- Is responsible for the short, medium, and long-term planning of the economic development program and Adams Lake Tourism initiatives.
- Assists in the development and maintenance of an operational budget.
- Be first point of contact for economic development of the Band and respond as required.
- Performs other related duties as required.

**KNOWLEDGE AND SKILLS:**

- Post-secondary education in economics, business administration and/or marketing.
- PAED or TAED certifications with CANDO is an asset.
- Minimum of 1-3 years' experience in economic development and/or business administration environment.
- Real Estate experience is an asset.
- Experience in a First Nations environment an asset.
- Possess strong computer skills using MS Word, Excel and Power Point.
- Good presentation skills.
- Good verbal and written communication skills.
- Excellent analytical and organizational skills to achieve desired results.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability and dependability.
- Self-motivated and an ability to work independently.
- Good interpersonal skills.
- Flexibility is a must to adapt to changing work priorities.
- Good judgement and problem-solving skills must be exercised at all times.

**Supervisory Responsibilities**

The Economic Development Officer will oversee the Band Campground Managers, West Harbour Village and may lead a project team, supervise, mentor, or train other staff members as assigned.

**Other Requirements**

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

**Interested applicants please direct cover letter and resumes to:**

Human Resources Department  
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0  
Email: [Human-Resources@alib.ca](mailto:Human-Resources@alib.ca)

**This position will remain open until a suitable candidate is found.**

Only those short listed will be notified for interviews.