



ATIKAMEKSHENG ANISHNAWBEK

Atikameksheng Anishnawbek will thrive together as a **strong and proud Nation** by honouring our gifts of Anishinabemowin and the Life of the Land.

Competition Number:	2021-046
Position:	Business Park Coordinator
Department:	Lands and Economic Development
Employment Status:	Full Time
Salary:	\$25.60 - \$31.22/HR – 35 Hours per Week
Location:	Naughton, ON
Closing Date:	October 7, 2021 at 4:00pm

POSITION SCOPE:

The Business Park Coordinator will report to the Chi-Zhiingwaak Business Park Inc. Board of Directors and will be responsible for coordinating the Business Park Development Project activities. The incumbent will also be assisting the Chi-Zhiingwaak Business Park Inc. Board in planning, developing and implementing the Business Park Project as well as the operations of the Business Park Development Corporation. Working time will be divided between the office and meeting with tenants, prospective tenants, and economic development partners in an effort to promote and market the park for projects and development.

Under the direction of Chi-Zhiingwaak Business Park Inc. Board of Directors, the Business Park Coordinator will be responsible for coordinating day-to-day performance with the project management services providers, reviewing project management and consultant invoices, and recommending/processing payments. The position will work closely with the Business Park Steering Committee, Project Management Service Provider, and additional resource staff within the organization.

The Business Park Coordinator will be responsible for monitoring day-to-day operations of the existing lessees and ensure that the covenants stated in the agreements are being followed, rents deposited in time, and other documents are in place.

The Business Park Coordinator will be responsible for applying for relevant funding opportunities to secure funds for the project and for reporting back to all the funding agencies as per their reporting cycle. The Business Park Coordinator will assist Chi-Zhiingwaak Business Park Inc. in continuously developing and maintaining a network of potential tenants and must ensure that the project's initiatives and opportunities are communicated to key stakeholders and potential tenants. The Business Park Coordinator will administratively support Chi-Zhiingwaak Business Park Inc. in scheduling regular meetings and Board Meetings, preparing agendas, taking and distributing minutes, and following up on action items.

The Business Park Coordinator will report to the Director of Lands and Economic Development during the intermediate phase until the Economic Development Corporation is fully operational and Chi-Zhiingwaak Business Park Inc. falls under the umbrella.

REQUIRED QUALIFICATIONS:

Mandatory Requirements

The Business Park Coordinator shall possess:

- Bachelor's degree or College Diploma in Business Administration, Planning or other related field.
- 2-3 years' experience in administration support, real estate or project management or equivalent.

Additional Requirements

The Business Park Coordinator shall be knowledgeable and possess skills or prior work experience in the following areas:

- Knowledge of computer software applications such as Microsoft Office.
- Administration support and project management skills.
- Skilled in managing time, setting priorities, planning and organizing work, and setting objectives in the most efficient way possible within the resources available and within a set timeline.
- Clear verbal and written communication skills.
- Experience in writing reports and applying for funding and reporting to stakeholders.
- Experience working with multi-level governments, local business, and service providers.
- Excellent negotiation and conflict management skills.
- Ability to develop measurable goals and objectives.
- Ability to evaluate projects and programs towards achievement.
- Ability to assist in planning and organizing the work of subordinates.
- Ability to prepare budgets and forecast expenditures.

- Experience in overseeing funding agreements.
- Ability to develop and maintain positive working relationships with tenants and community members as this is essential to this role.
- Knowledge of planning principles, zoning, building and construction standards, methods, and related codes.
- Knowledge of policy issues, management principles and practices relating to First Nations would be an asset.
- Knowledge of the First Nation's Lands Management Code would be an asset.

KEY RESPONSIBILITIES:

Plan/Project Management

- Coordinate project activities with the Project Management Service Provider and Chi-Zhiingwaak Business Park Inc. during construction and establishment of the Business Park.
- Ensure that project activities are completed within set timeline and that any changes in the schedule are communicated to all the parties involved in the project including the funding agencies.
- Ensure that project activities are consistent with the Business Park Project objectives and that objectives can be met with available resources.
- Ensure that project activities reports are submitted to funding agencies within the deadlines.

Marketing and Communications

- Assist Chi-Zhiingwaak Business Park Inc. in the development and implementation of the marketing plan for the Business Park.
- Coordinate marketing and communications strategies and annual report.
- Plan and oversee the execution of Business Park events and will be responsible for upholding the Business Park brand and image.
- Conduct social or economic surveys on local, regional or national areas to assess development potential and future trends.
- Respond to enquiries from members of the business community and general public concerning development opportunities.
- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for approval.
- Conduct surveys and analyze data on the buying habits and preferences of wholesale or retail consumers.
- Prepare reports, research papers, educational texts or articles.
- Provide consultation on planning and starting of new businesses as it relates to the Business Park.

Collaboration

- Work closely with key stakeholders, including lessees, local service providers, community organizations, public sector, and local businesses.
- Create and enhance partnerships and relationships.
- Assist Chi-Zhiingwaak Business Park Inc. in Business Park Steering Committee and Board Meetings.
- Preparation of agenda, taking and distribution of minutes, follow up on action items from the meetings
- Accept guidance and feedback from the Business Park Steering Committee, Board of Directors, and public and government partners, and share information effectively and reciprocally to ensure accountability and achievement of goals.
- Assist in implementing the Marketing Plan for the Business Park.

Monitor and Manage

- Ensure progress towards the continuous development and implementation of the project.
- Collect and share community data that will guide and measure the effectiveness of the project.
- Assist Chi-Zhiingwaak Business Park Inc. in assessing business opportunities and developing strategies to attract venture capital and ongoing evaluation to ensure achievement of outcomes and result measurements and to examine impact over time.
- Ensure rents, additional rents, royalties, if any, are deposited in time for existing lessees.
- Ensure existing lessees are operating as per the Atikameksheng Laws, Provincial Laws and other laws as per the agreements signed with the lessees.
- Ensure all reports and documents are received from the lessees in time as per the agreements.
- Ensure adequate steps are taken in case of default on an agreement.

Finance and Administration

- Track annual operating budget to ensure compliance with financial policies and procedures.

- Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitor revenues and expenses to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Submit regular and special reports to the Chi-Zhiingwaak Business Park Inc. Board of Directors concerning key issues as related to the Business Park Development.
- Conduct research and analyses of pertinent information, discussion and data generating from the above-mentioned consultations/forums.
- Ensure timely preparation of information and other written documents/material as required for implementation of project activities.
- Ensure and maintain effective and on-going communication with individuals and groups involved directly or indirectly in the project.
- Engage in other project-related tasks.

Please refer to our website: <https://atikamekshenganishnawbek.ca/> for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to employment@wfn.com, by fax to 705-692-5010 or by mail to:

Human Resources,
25 Reserve Rd,
Naughton, ON
P0M 2M0

Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**
Only those considered for an interview will be contacted.