



DEISLEEN DEVELOPMENT CORPORATION (DDC)

is inviting applications for the position of

COMMUNITY ECONOMIC DEVELOPMENT OFFICER

Employment Opportunity

Term, Full-Time

The DDC is a not-for-profit community development agency directed by its Board of Directors and this position is located in Teslin. DDC's mandate is to create a positive environment for socio-economic and provides services to the community of Teslin and surrounding area in new community development prospects, assisting in business development opportunities, and setting up, administering and managing community development projects and initiatives to generate employment. In conducting its work, DDC is guided by 4 key elements of sustainable community development, to be: socially responsible, ecologically sensitive, culturally respectful, and economically viable.

Main Duties

The Community Economic Development Coordinator, under the direction of the Board of Directors, is responsible for:

- Liaising, developing and maintaining working relationships with Yukon Government, Federal Government, industry, private sector, Yukon University, Teslin Tlingit Council and the Village of Teslin on matters relating to:
 - Community development opportunities
 - Employment and contract opportunities
 - Training and professional opportunities
 - Development of project management plans, budgets, timelines, resources and mitigation plans
 - Implementation of project management plans
 - Documentation of lessons learned and community benefits gained
 - Assist with legal, administrative and financial requirements of projects
 - Maintain and update Teslin Business Directory
 - Identify potential business and labor market opportunities and skills required
 - Foster skills development and continuous learning
 - Encourage businesses to provide training and skills development
 - Attend all DDC Board Meetings
 - Communications through public relations, marketing and promotion of DDC project activities and opportunities, by:
 - Producing promotional materials and showcasing successes in newsletters and newspapers
 - Collaborating with the Board in producing reports, including Annual Reports for distribution to Members
 - Promoting business enterprises to working relationship partners
 - Existing Policy and the development of new policies

Education

- Degree in Commerce, Business Administration or other related discipline in community or economic development

Knowledge

- Working knowledge of Teslin Tlingit Council and its Citizens
- Working knowledge of the community development issues in Teslin and surrounding area

Skills

- Excellent decision making and creative problem solving
- Excellent communication skills, oral, written and in presentation
- Computer and Software (Excel, Word, PowerPoint)

Abilities

- Research for creation of business and funding proposals
- Initiative in creating opportunities and options for improving organizational achievements
- Attention to detail
- Sensitivity to confidential matters
- Results-oriented, self-motivated and dedicated

Conditions of Employment

- Provide Criminal Records Check
- Must be willing to work flexible hours
- Neat and presentable personal appearance
- Class 5 Yukon Driver's License

To apply, please submit a cover letter and resume to
Electronically to: James Smarch at James.smarch@ttc-teslin.com
If you have any Questions or require further information, please do
Not hesitate to contact

James Smarch at 867-390-2532 ext 315 or the email above

Closing Date: Friday, April 30, 2021

****no later than 4:00 pm****
