

INDIGENOUS PROCUREMENT NAVIGATOR

Term Position: November 2023 to March 31, 2025

POSITION SUMMARY

Are you interested helping to support Indigenous community economic development by assisting communities and businesses access more opportunities to sell goods and services to the Government of Canada?

Cando is looking for a great communicator that has an interest in assisting Indigenous Economic Development Officers, communities, and businesses to navigate the federal procurement processes used to buy goods and services and increase access to government supply chains.

Cando is a National non-profit Indigenous community-based organization that devotes its activities towards building and strengthening Indigenous economies, providing education, professional development, and networking opportunities for Economic Development Officers (EDOs) working in Indigenous communities or organizations.

KEY FUNCTIONS & RESPONSIBILITIES

Under the general guidance of the Director of Communications and/or the Associate Director of Procurement, the Indigenous Procurement Navigator is responsible for:

- Researching and development expertise around supply chain management, contracting, and procurement processes.
- Assisting Indigenous Economic Development Officers and Indigenous Businesses access information regarding participation in government procurement opportunities.
- Assisting Government buyers and decision makers to access information regarding Indigenous community capacities to participate in procurement opportunities.
- Determining where government procurement trends are occurring and communicating that information to Cando membership.
- Participating in the development and delivery of government procurement-focused training.
- Representing Cando at various events including speaking opportunities and participating in tradeshows.
- Understanding procurement processes and policies and communicating changes to key audiences.

Additional responsibilities may be added according to program needs.
Bilingual (English/French) proficiency is an asset.

EDUCATION REQUIRED

- Post-secondary education or relevant experience in government processes, institutional procurement, supply chain management, or sales.

EXPERIENCE & KNOWLEDGE REQUIRED

- Experience working with Indigenous communities, organizations, and governments.
- Experience in research and program development and management, including report writing.
- Experience in delivering programs in collaboration with other partner organizations.
- Knowledge of government procurement or processes used by large organizations to buy goods and services.
- Knowledge of Indigenous community engagement best practices.
- Knowledge of federal, provincial, or territorial organizational requirements and operations.
- Knowledge and understanding of the current issues, constraints, and potential solutions to economic development amongst First Nations.
- Knowledge of existing federal and provincial programs and initiatives available to Indigenous communities that support economic development and land-use planning and management.

SKILLS & COMPETENCIES REQUIRED

- Excellent communication skills, written and verbal.
- Ability to work very effectively independently and as a part of a team.
- Strong general computer skills including MS Word, Excel, PowerPoint, and Zoom/Microsoft Teams.
- Strong decision-making, problem solving, conceptual and strategic thinking skills.
- Exceptional time management skills, organization skills and attention to detail.
- Excellent interpersonal and diplomacy skills.
- Self-motivated to deliver results.

WORKING CONDITIONS

- Indigenous-led, general non-profit office environment.
- Moderate to heavy workload and deadline pressures.
- Requirement to manage multiple tasks at the same time.
- This position requires extensive travel (up to 20%) within Canada.
- The general hours of work will be 8:30am - 4:30pm MT however, employees are able to implement a flexible schedule with the approval of the Executive Director.
- Cando strives to ensure the workplace environment supports the dignity, self-esteem, and productivity of employees, volunteers, and student placements, and is free of discrimination.

The salary range is \$70,000 to \$90,000 and will be determined based on the successful candidate's knowledge and related experience. A flexible work from home schedule is an option. Relocation expense (if applicable) is the responsibility of a successful applicant.

At Cando, we are committed to recruiting a diverse workforce that represents the First Nation, Métis, and Inuit communities that we so proudly serve. Preference will be given to Indigenous applicants meeting the qualifications. Please self-identify upon applying.

Deadline for applications: November 3, 2023 at 4:00pm MDT

**Please forward your cover letter and resume to the attention of:
Svitlana Konoval, Director Administrative Services, Email: skonoval@edo.ca**

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.