



Wahnapiatae First Nation

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CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610 Fax: (705) 858-5570
www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Economic Development Officer
LOCATION: Wahnapiatae First Nation
REPORTS TO: Operations Director
TERM: Full Time, Permanent
STARTING SALARY: \$35.16 per hour

GENERAL ACCOUNTABILITY

The WFN Economic Development Officer will report directly to the Operations Director. The incumbent will work towards the betterment of the community and its members by identifying, developing, implementing and assisting the WFN community and band members with all business, education, and employment opportunities while working with investors, industry, and developers while preserving, maintaining and upgrading physical assets.

NATURE AND SCOPE OF POSITION

The incumbent will help to ensure the development of an economic base for WFN community. The successful candidate will be required to interface and liaise with representatives from WFN, resource companies and regulatory agencies.

SPECIFIC ACCOUNTABILITIES

- Assist with the implementation of communications strategies.
- Research and develop tourism opportunities.
- Research and develop employment opportunities (mining, construction, forestry, tourism etc.).
- Identify economic opportunities for the Wahnapiatae First Nation.
- Provide assistance and guidance to WFN members and community members with potential business ventures.
- Act as a resource person for staff, C&C and members (advise, research, develop, communicate, promote, write, and provide).
- Research and provide recommendations on community economic development opportunities.
- Facilitate the community Economic Strategic Plan and process.
- Assist with negotiations concerning joint ventures with industry such as mining, forestry, tourism, solar power and wind power.

- Provide members with the tools to assist in funding for business ventures.
- Assist in securing funding for economic development activities and programs.
- Act as a liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development.
- Develop yearly work plan and objectives.
- Familiarity with funder's, contacts and programs (AANDC, NOHFC, MNM, Waubetek Business Development, Gheztoojig Employment and training).
- Aboriginal Affairs Northern Development Canada reporting on Funding as required.

QUALIFICATIONS

- Possess a degree or 3-year diploma in Business, Community and Economic Development, or related discipline.
- Minimum of 3 years of experience in economic planning, or a related field.
- Possess strong, analytical, and interpersonal skills.
- Strong oral and written communication skills.
- Proficient with Microsoft Office suites (Word, Excel, PowerPoint, SharePoint, TEAMS, and Outlook).
- Possess a valid G-class driver's license and have access to a vehicle.

WORKING CONDITIONS

- The work is performed primarily in person in a regular office environment, with the opportunity to work remotely on occasion.
- Is required to lift up to 10 lbs.
- Travel may be required.

CLOSING DATE: Until filled

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to:

Wahnapitae First Nation
recruitment@wahnapitae.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.