



P.O. BOX 160
NESTOR FALLS,
ONTARIO P0X 1K0

TELEPHONE: (807) 484-2162
FAX: (807) 484-2737

EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT OFFICER

The Economic Development Officer shall be responsible for planning, managing and providing oversight for the activities and operation of Ojibway's of Onigaming First Nations Economic Development programs and initiatives for business retention, promotion marketing and expansion.

Job Duties:

- Manage, oversee and coordinate the First Nations Economic Development effort
- Develop and assist the implementation of First Nation objectives and policies/procedures related to economic activities and progress towards goals and objectives;
- Work with outside agencies and professional consultants as necessary;
- Review policies and procedures of various departments and recommend to the Chief and Council and Director of Administration improvements which may increase economic development opportunities;
- Prepare proposals for various economic development initiatives and other duties as required.
- Manage and be accountable for program funding intended to support economic development in training and employment support, business support for existing as well as start-up businesses, resource management support and other related economic development activities undertaken on behalf of the Ojibways of Onigaming First Nation and its membership to attain economically sustainable ventures.

Requirements:

- 4 years responsible experience in economic development, tourism, marketing or closely related field, focusing on the attraction of retail and sales generating businesses.
- Possession of an appropriate valid drivers license and access to a vehicle
- Strong working knowledge of the principles and practices of negotiation of sensitive issues related to economic development.
- Strong working knowledge of pertinent Federal, Provincial and local laws, codes and regulations.
- Strong working knowledge of principles and practices of economic development policy, administration and implementation.
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
- Ability to communicate and prepare clear and concise administrative and financial reports, both orally and in writing.
- Criminal reference check

Salary is based on experience and qualifications.

Please send cover letter, resume with 3 work related references to:

JOANNE KELLY, HUMAN RESOURCES MANAGER
P.O Box # 160
Nestor Falls, ON P0X 1K0
Email: joanne.kelly@onigaming.ca
Fax: 807-484-2737

Applications can also be dropped off @ the Ojibways of Onigaming First Nation Administration office in a sealed envelope addressed to Joanne Kelly, Human Resources.

Closing date: Friday March 13th, 2020 @ 11:00 am. NO LATE APPLICANTS WILL BE ACCEPTED.