



Economic Development Officer

Washagamis Bay First Nation requires an Economic Development Officer (EDO) to assist the community with business development. Washagamis Bay First Nation is located in Keewatin, Ontario in beautiful Treaty #3 Territory. Washagamis Bay First Nation works to provide services for band members, consistent with the band's vision and mission. The Band is looking recruit and hire an EDO to create and develop economic initiatives to provide more meaningful employment to more individuals and families.

About you:

Reporting to and under the general direction of the Band Manager, the Economic Development Officer will be responsible for planning, organizing, promoting and facilitating the economic development activities for Washagamis Bay First Nation and its affiliated companies. The ideal candidate will have experience in economics, business administration and/or administration environment with strong computer skills. You have good verbal and communication skills and a strong analytical and organization skills.

Role and Responsibilities:

As the Economic Development Officer, you will:

- Perform all duties and responsibilities in accordance with Washagamis Bay First Nation policies and procedures.
- Promote economic development, including promotion, investments and business development.
- Research, plan and implement business strategies.
- Participate in the Land Use Planning initiatives.
- Liaise with Provincial and Federal governments, Tribal Councils and other economic development resources.
- Provide business counselling, business plan development, lending circles, feasibility studies, and on-going support to Band members.
- Facilitate the development and delivery of entrepreneurial training programs for new and existing businesses.
- Develop and provides monthly reports to the Band Administrator.
- Responsible for the short, medium and long-term planning of the economic development program.
- Assist in the development and maintenance of an operational budget.
- Assist in researching and developing funding proposals.

Requirements

- Post- secondary education in economics, business administration and/or marketing,
- Minimum of 1-3 years' experience in economic development and/or business administration environment,
- Experience in a First Nations environment would be an asset,
- Possess strong computer skills using MS Word, Excel and Power Point
- Good presentation skills,
- Good verbal and written communication skills,
- Excellent analytical and organizational skills to achieve desired results,
- Diplomacy, tact and confidentiality in dealing with a variety of people and information,
- Reliability and dependability.

Our "must haves" that make you great:

- Must possess a high level of integrity and personal accountability.
- You are flexible and succeed in an ever-changing reality.
- Self-awareness, with a desire for constant self-development.
- Attention to detail and strong problem-solving skills.
- Self-motivated and continuously innovates to achieve great results.
- Communicates with honesty and kindness and creates the space for others to do the same.
- Go getter with the drive and willingness to grow.

Please send resume and cover letter to the attention of selection committee to: resumes@wbfnc.ca