



Wahnapiatae First Nation

259 Taighwenini Trail Road
CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610 Fax: (705) 858-5570

www.wahnapiataefirstnation.com

JOB POSTING

POSITION: Economic Development Officer
LOCATION: Wahnapiatae First Nation
TERM: Full Time Temporary Position
REPORTS TO: Executive Director
SALARY: Commensurate with Education and Experience
POSTING DATE: **October 31, 2018**

NATURE AND SCOPE OF POSITION

The Economic Development Officer will help to ensure the development of an economic base for the WFN community, including the development and implementation of a comprehensive Economic Development Plan. Also the successful candidate will be required to interface and liaise with representatives from; WFN, resource companies and regulatory agencies.

MAIN ACTIVITIES

1. Research and develop employment opportunities [mining, construction, forestry, tourism and renewable energy.
2. Identify economic opportunities for the Wahnapiatae First Nation.
3. Assist WFN members with potential business ventures.
4. Act as a resource person for staff, C&C and members [advise, research, develop, communicate, promote, write, and provide].
5. Review and edit material to provide options, strategies and recommendations.
6. Support informed decision making by the Chief and Council and WFN executive by providing technical expertise and relevant researched information.
7. Ensure the preparation of back ground reports and technical summaries.
8. Develop policies around economic development, land and resources.
9. Development of a comprehensive Economic Development Strategy encompassing tourism, Forestry, fish and wildlife and the environment.
10. Proposal writing and drafting
11. Work within policy parameters and administrative guidelines; ability to work independently
12. Manage budgets

13. Develop partnership within the community to develop and promote opportunities
14. Assist with the development of job creation projects
15. Look at joint ventures outside the community
16. Identify community training and development requirements to take advantage of economic development opportunities.
17. Possess strong interpersonal skills
18. Prepare and disseminates information of availability of land, buildings, and other resources conducive to promotion of business.
19. Research opportunities of Wahnapiatae First Nation having a Development Corporation.

QUALIFICATIONS & RESPONSIBILITIES

The successful candidate will have will have a minimum:

- Minimum, post-Secondary in business or related field with minimum of three (3) years of experience or an equivalent combination of education and experience.
- Management skills in financial management and budgeting, strategic planning and business development.
- Business and financial acumen would be strong assets; and knowledge of principles, theories, and practices of economic development and business management; and area labour force and market demands.
- Preferred, College or University in related discipline (Economic Development, Commerce, Business Administration, or Marketing).
- Other, Demonstrated senior management, supervisory and administrative skills to develop and implement strategic and financial planning, policy development (corporate, business, investment criteria), quality control and risk management abilities.
- Strong organizational and project management skills; excellent communication and interpersonal skills.
- Knowledge in Industries; mining, tourism, natural resource, solar power, and wind power.
- Understanding of culture and customs and knowledge of Ojibway language are strong assets.
- Valid Driver's License and reliable vehicle

CLOSING DATE: Wednesday, November 14, 2018 @ 4:30 pm

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

Leila Roque
Wahnapiatae First Nation, 259 Taighwenini Trail Rd, Capreol ON P0M 1H0
leila.roque@wahnapiataefn.com
Fax (705)858-5570

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