

Shibogama First Nations Council

81 King Street, P.O. Box 449
Sioux Lookout, ON P8T 1A5
Phone: (807) 737-2662 Fax: (807) 737-1583
Website: www.shibogama.on.ca

Head Office: Wunnumin Lake First Nation
Box 105, Wunnumin Lake, ON P0V 1Z0
(807) 442-2559 Fax: (807) 442-2627

Employment Opportunity **Economic Development Officer** **Full-time position, based in Sioux Lookout**

Position Summary:

The Economic Development Officer will provide advisory & technical services to member First Nations served by Shibogama First Nations Council. He / She will assist and coordinate to establish and develop the Economic Development Program initiatives with the formulation, drafting, planning, and implementing of economic strategies, development of business plans, business planning and proposal development. He / She will assist and advice in potential business ventures and opportunities by working closely with existing and new established entities managed by Shibogama chiefs.

Duties:

- Assess, advise, analyse, and facilitate economic development planning initiatives and strategies.
- Plan and develop new ventures, businesses, and partnerships with Shibogama First Nations Council's communities that reinforce First Nations objectives and visions.
- To manage assets and initiatives of Shibogama First Nations Council.
- Provide general assistance that supports First Nations in developing their economics & training.
- Work with First Nation economic development officers to ensure maximum coordination of federal, and provincial funding programs by meeting monthly.
- Assist First Nation businesses, First Nation members as directed by Chief and Council in the maintenance of existing businesses by providing technical and business management services.
- Provide continued support for community economic and community development initiatives through service and project management delivery to First Nations within limits of existing resources.
- Provide support to First Nation membership to assist in formulating resource management. strategies and community economic plans.
- Assist and advise the Shibogama executive director in economic and business strategic directions.
- Ability to work flexible hours as required and perform duties as assigned by executive director.

Qualifications:

- Degree of Diploma in Business or Commerce, or Business Development of Administration
- Equivalent work experience in commerce and/or finance is an asset
- Sound analytical, writing and business skills, and knowledgeable in reporting
- Knowledge of First Nation culture and knowledge of Oji-Cree would be an asset
- Possess a valid class G driver's license and ability to travel
- Obtain a criminal records check

Please submit cover letter and resume by email to:

Hiring Committee
Shibogama First Nations Council
P.O. Box 449, 81 King St.
Sioux Lookout, ON P8T 1A5
lindak@shib.ca

Deadline for application: Open until filled

We wish to thank you in advance all those who submit applications. However, only those selected for an interview will be contacted.