



# WOLF LAKE FIRST NATION

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## Wolf Lake First Nation Job Posting Economic Development Officer

**DEPARTMENT:** Wolf Lake First Nation

**SUPERVISOR** Martha Polson, Band Manager

### **POSITION OBJECTIVE:**

Wolf Lake First Nation is inviting applications for the position of Economic Development Officer who shares our goal of supporting and advancing the prosperity of the community and our members. Our ideal candidate will have good communication and writing skills, enjoy working as a team, and have the ability to develop and lead projects.

### **RESPONSABILITIES AND TASKS:**

Under the supervision of the Band manager:

- Develop knowledge of government economic and community development funding programs.
- Assist Band manager with community development and infrastructure projects, prepare funding applications and follow-up with partner organizations.
- Assist community members with entrepreneurship projects, assist with business plan development and preparation of applications for grants and other funding opportunities.
- Develop and maintain positive working relationships with government ministries, First Nation communities and organizations to ensure effective dialogue and collaboration.
- Develop and implement annual work plans identifying and reflecting WLFN economic and community development priorities.
- Coordinate consultants hired to assist with community and economic development projects and plans.
- Contribute to the development of a five-year strategic community development plan.
- Coordinate and actively participate in relevant collaborative working groups and committees.
- Occasionally prepare briefing notes, presentations, and other documents on the local and regional economic development matters.
- Participate in various meetings and functions with representatives of provincial, and federal governments and other organizations.
- Occasional travel will be required (once pandemic restrictions are lifted).

### **Knowledge, skills and abilities**

- Knowledge of WLFN history, traditions, and culture.
- Strong written and oral communication skills in English.
- Ability to work on several priorities at the same time, sometimes under pressure.
- Results oriented, self-motivated and able to work independently.
- Strong team and interpersonal skills.

### **QUALIFICATIONS**

- Preference will be given to candidates with relevant post-secondary education in related fields such as economics, finance, or administration.
- Working knowledge of French is an asset.

<b>Deadline for application: Friday, April 29, 2022 at noon.</b>	
If you are Interested, send your resume, and a cover letter indicating your suitability for the opportunity.	Martha Polson, Band Manager Wolf Lake First Nation 5 Riordon Ave, Temiscaming QC J0Z3R0 Or by e-mail: <a href="mailto:mpolson@wolflakefirstnation.com">mpolson@wolflakefirstnation.com</a>