



# 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 strong research and writing skills, enjoy working as a team, and have the ability to develop and lead projects.

### **RESPONSABILITIES AND TASKS:**

- Develop and implement work plans related to WLFN economic development priorities.
- Conduct research, data collection, and analysis of policies and programs related to economic development and infrastructure.
- Coordinate and actively participate in relevant collaborative working groups and committees.
- Support program development by assisting in planning, research and coordination of projects and activities.
- Assist with the interpretation of legislation, policies, programs, and funding initiatives related to economic development and infrastructure.
- Prepare position papers, briefing notes, presentations, and policy documents on the local and regional economic development matters.
- Assist community members with entrepreneurship goals, assist with business plan development and research and prepare applications for grants and funding opportunities.
- Participate in various meetings and functions with representatives of provincial, and federal governments and other organizations.
- Develop and maintain partnerships with government ministries, First Nation communities and organizations to ensure effective dialogue and collaboration between partners.
- Travel will be required (once pandemic restrictions are lifted).

### **RELEVANT SKILLS:**

- Relevant post-secondary education equivalent to an undergraduate or post-graduate degree preferably in economics, finance, or other related fields.
- Knowledge of WLFN history, traditions, and culture.
- Knowledge of relevant provincial and federal legislation, policies, and programs
- Strong analytical problem-solving skills required.
- Excellent research, writing, and presentation skills.
- Experience leading discussion groups and providing presentations to large forums.
- Excellent organizational & information management skills.
- Proficiency in Microsoft software.
- Self-directed, motivated and able to work independently.
- Adaptable and flexible to meet needs as they are determined.

**QUALIFICATIONS AND SKILLS:**

- Strong interpersonal skills.
- Diplomacy and tact.
- Ability to work with the public.
- Capable of working under pressure.
- Excellent communication skills (verbal and written).
- Ability to work in a team environment, communicate with all levels of the organization and be flexible.
- Excellent analytical skills and ability to make sound decisions quickly using experience and judgment.
- Ability to manage multiple files at once and meet deadlines, while delivering quality results.
- Recognized for his/her integrity, confidentiality, and autonomy.
- Positive attitude with the ability to provide courteous service when dealing with the general public.
- Knowledge of the MS Office suite, Google Calendar.

<b>Deadline for application: Friday, March 19, 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>