

EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

ECONOMIC DEVELOPMENT OFFICER

The Economic Development Officer is responsible for supporting the operation of the Economic Development Department. The Economic Development Officer shall play an important role in activities and initiatives that will attract investment and business opportunities to Long Lake #58 First Nation and will actively support (and/or lead) business retention and expansion activities that will maintain and increase local employment in the region.

Duties and Responsibilities

- Supports the Economic Development Department in the implementation of the long-term economic development strategy in accordance with the Long Lake #58 First Nation 5-Year Economic Development Plan.
- Assist to develop policies and administer programs to provide industrial and commercial business investment in Long Lake #58 First Nation.
- Provides support/coordination to economic development programs and initiatives.
- Assess business opportunities and develop strategies to attract venture capital.
- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for government approval.
- Design market research questionnaires, social/economic surveys, and comparative research on a variety of topics/areas of economic development.
- Assist with the development and implementation of plans to attract desired industrial, commercial, retail, and professional investment by conducting economic research and creating/analyzing business surveys, socio-economic data, labour statistics, population, and existing business/residential base.
- Plan development projects and coordinate activities with representatives of a whole variety of industrial and commercial enterprises, community and business associations and government agencies.
- Provide consultation on planning and starting of new businesses.
- Assist with aspects of applicable RFP and proposal-review processes, if required.
- Prepare reports, research papers, educational texts, or articles.
- Plan and develop E-commerce strategies.
- Develop and maintain relationships with potential partners, communities, and other First Nations.
- Deliver presentations to businesses, developers, industry associations, etc.
- Assist with the development, maintenance, and distribution of Economic Development materials.

- All other duties, as assigned.

Accountability

The Economic Development Officer is accountable to, and is under the day-to-day supervision of, the Economic Development Manager.

Education and Skill Requirements

Education and Experience

- University degree or college diploma in Commerce, Economics, or a related field.
- Experience working in a First Nation Organization.
- Economic development certificate is an asset.
- Previous experience in economic development, marketing or public relations is an asset.

Desirable Skills

- Excellent interpersonal and relationship building skills to foster relationships with potential business partners, community member and Chief & Council.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Ability to work independently and as a leader of the Economic Development Department.
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

DEADLINE FOR APPLICATIONS IS OPENED UNTIL FILLED