



Employment Opportunity Natoaganeg First Nation

Position Title: Economic Development Officer

Program: Natoaganeg Community Development

Salary: Commensurate with Education and Experience

Hours of Work: 75 hours bi-weekly

Status: Term, Two-years

Scope of Position

Under the direction of the Director of Community Development, the Economic Development Officer (EDO) is responsible for planning, coordinating, and implementing economic development strategies and initiatives that support community, business, and socioeconomic growth in Natoaganeg First Nation. This role works to strengthen and diversify the Nation's economy by identifying opportunities, developing partnerships, and advancing sustainable economic growth for the benefit of the community and its members.

Responsibilities

- Monitor local, provincial, and national economic trends and identify opportunities that support community growth.
- Evaluate and recommend economic development opportunities.
- Identify and pursue new revenue streams, business ventures, and investment opportunities.
- Lead the design, planning, implementation, and evaluation of economic strategic plans and development projects.
- Develop communication materials to inform community members about economic initiatives and opportunities.
- Maintain an inventory of local businesses, sector activities, and workforce capacity within the community.
- Collaborate with the Finance Department to develop project budgets, cash flow projections, and financial plans.
- Work closely with leadership to establish economic priorities and measure the effectiveness of initiatives.
- Keep leadership informed of issues, risks, and opportunities that may impact strategic objectives.
- Build and maintain strong relationships with municipal, provincial, federal, Indigenous, and private-sector partners.
- Engage with community members, businesses, government agencies, and key stakeholders to identify needs and opportunities.
- Prepare proposals, funding applications, presentations, reports, project briefs, and community communications.
- Attend meetings, training sessions, conferences, and networking events as required.
- Complete all project-related reporting accurately and within established timelines.
- Perform other related duties as assigned.

Qualifications and Experience

- Minimum 4-5 years of experience in economic development, business development, entrepreneurship, project management, or a related field, supported by relevant education, training, and professional experience.
- Demonstrated success in achieving strategic economic development objectives.
- Strong understanding of economic development principles, business planning, and project management practices.
- Familiarity with First Nation governance and leadership structures
- Ability to analyze opportunities and provide sound, evidence-based recommendations.
- Excellent organizational, planning, and problem-solving skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe products, and virtual meeting platforms.
- Proven ability to build and maintain positive relationships with stakeholders, partners, and community members.
- Demonstrated ability to contribute to positive organizational and economic outcomes.
- Previous experience working in the areas of lands management, commercial fisheries, and entrepreneurship is an asset.

Other Requirements

- Successful Criminal Record Check
- Valid driver's license and reliable transportation.
- Ability and willingness to travel as required.

Those interested in applying are asked to submit a resume demonstrating the required qualifications and competencies for the position. Please clearly reference competition **2026-CD-01** and forward your application to **Careers@NatoaganegFirstNation.ca** on or before **August 14th, 2026**.

While we thank all who have applied, only those selected for an interview will be contacted.