



Employment Opportunity

Economic Development Officer

Department: Lands Management/ Economic Development

Posting Date: July 22, 2022

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Full-Time, Permanent

Vacancies: 1

Reports To: Director of Lands and Natural Resources.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing August 5, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing August 12, 2022 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing August 19, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The Economic Development Officer will be responsible for the delivery and administration of business development programs, management and attraction of new business and maintaining relationships with partners and other organizations. The Economic Development Officer will work on business venture development projects, and work with industry developers to ensure that the Nipissing First Nation community benefits from these activities.

What you'll do in the role

- Assist in the preparation of current and capital budget in support of the delivery of economic development programs and services
- Responsible for the development of applications for grant and funding programs relating to economic development projects
- Administer the approved current and capital budgets for the economic development purposes within administrative guidelines
- Responsible for the effective and efficient implementation of the economic development programs and services of the Nipissing First Nation including but Nipissing First Nation Gaming operations



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- Responsible for the promotion, marketing and enhancement of Nipissing First Nation economic development initiatives and agencies
- Coordinate the planning and implementation of Nipissing First Nation economic development projects
- Develop resources required to support, assist in implementation and monitoring effective strategies to support the Nipissing First Nation community
- Act as the primary point of contact for all ongoing partnerships and joint ventures including conducting site visits, monitoring business results and compliance with agreements
- Develop, review and amend Economic Development policies such as but not limited to the Business Licensing Law; to ensure compliance to applicable legislation
- Liaise with Federal, Provincial, and Regional economic development agencies; represent, coordinate, and facilitate the Nipissing First Nation's relations with those agencies on behalf of the First Nation

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- High level sensitivity to issues faced by Indigenous people
- College or University degree in Commerce, Economics or a related field
- Working experience in Economic Development, marketing, and public relations; preference will be given to applicants with 3 or more years of relevant experience
- Good knowledge, preferably gained through related experience, of community economic development activities, including marketing, business development and promotion
- Time management and organizational skills, ability to assume responsibility and meet deadlines while being flexible to accommodate shifting priorities
- Ability to create and manage a budget with strong working knowledge of Microsoft Office software suites
- Experience negotiating contracts, managing projects, supervising and mentor staff
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies, partners
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills
- Excellent communication skills, including the ability to network, build and foster positive relationships with community members, staff, other managers and government



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- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to economic development
- Good background in research; ability to conceptualize
- Excellent knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services
- This position requires a valid class G Ontario Driver's License and access to reliable personal vehicle

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.