



## Employment Opportunity

### Economic Development Officer

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Department:	Economic Development
Posting Date:	February 27, 2026
Location:	Nipissing First Nation
Schedule:	35 hours per week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	Manager, Lands, Membership & Economic Growth
Salary Wage:	\$63,336.00 to \$83,556.20

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Nipissing First Nation is seeking a dynamic Economic Development Officer (EDO) to help strengthen and grow a self-sustaining NFN economy. The EDO will lead programs and services that support NFN-owned businesses, member entrepreneurs, and internal departments, while advancing community energy and sustainability initiatives that reduce costs, build local skills, and support environmental goals.

#### What You'll Do in the Role

- Assists with retention, growth and success of NFN-owned businesses and member entrepreneurs (advice, coaching, tools, referrals, and funding options).
- Administer and continuously improve business support programs (e.g., workshops, mentorships, small business loan/grant programs, follow-up and check-ins with entrepreneurs).
- Maintain client files and outcomes tracking; prepare success stories.
- Provide procurement navigation and vendor/readiness support for NFN-owned operations.
- Respond to inquiries from businesses and individuals wanting to engage in economic pursuits with Nipissing First Nation.
- Provides advocacy and support to new business proponents, industry and community services and community organizations.
- Develop resources required to support, assist in implementation and monitor effective strategies to support the Nipissing First Nation community.
- Provide assistance/advice on preparing a business plan including financing alternatives and market planning.
- Conduct financial analysis and net wealth generation from economic opportunities for member businesses.



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- Lead planning and implementation of community energy initiatives (e.g., energy audits, building retrofits, EV charging, solar/storage, conservation programming.)
- Align projects with NFN strategic goals and general energy goals; coordinate cross-departmental delivery (Lands, Public Works, Environment, Culture & Language, etc.).
- Track performance (cost savings, GHG reductions, reliability) and report to funders and Council.
- Manage consultants/contractors; coordinate permits, schedules, and quality assurance
- Prepare capital/operating budgets for economic development and energy programming
- Prepare briefing notes, Council updates, and communications updates
- Research and prepare statistical, financial, policy, and other reports as required.
- Attends Chief & Council and/or Committee Meetings, as requested by the Director of Lands and Natural Resources.
- Monitor budgets, approve invoices within delegated limits, and produce timely reports.

#### ♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

#### 🌴 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

#### 🧘 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

#### 🎯 What You Bring to the Table



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- Must have College Diploma or University Degree in Commerce, Economics or related field
- Must have a Valid Class G Driver's License
- Must have a clear criminal record check.
- Preferred that candidate has Energy Management Certification
- Demonstrated financial management, administration, human resources, program delivery, project management, and conflict resolution skills.
- 5 years of relevant work experience
- In-depth knowledge of Indigenous governance structures, reporting requirements, and First Nation programs and services.
- Familiarity with Federal, Provincial, and regional policies, programs, and funding opportunities related to economic development
- Proficiency in Microsoft Office and project management tools.
- Skilled in supervising, mentoring, and developing staff through performance management and professional development plans.
- Ability to foster a positive, team-oriented work environment while ensuring accountability

#### **Application Deadlines and How to Apply**

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

#### **Round 1 – Closing March 13, 2026,**

*Only open to registered Nipissing First Nation members.*

(Round 1 applicants will be considered at this stage.)

#### **Round 2 – Closing March 20, 2026,**

*Only open to spouses and children of registered NFN members and registered members of other First Nations.*

(Round 2 applicants will be considered at this stage.)



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**Round 3 – Closing March 27, 2026.**

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ [resumes@nfn.ca](mailto:resumes@nfn.ca)

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

#### **📌 Are You a Member of NFN?**

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply***, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.  
Only those selected for an interview will be contacted.***