



Job Opportunity

Junior Economic Development Officer



Department:	Lands, Economic Development, Natural Resources and the Environment
Posting Date:	May 1, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	Standard Work Week/ 35hrs
Job type:	Full Time/Permanent
Vacancies:	One (1)
Reports To:	Manager of Lands, Membership and Economic Growth
Starting Salary Range:	\$61,206.60 - \$66,248.00

Nipissing First Nation is seeking a highly organized and detail-oriented **Junior Economic Development Officer** to help drive meaningful growth and opportunity within the community.

In this role, you'll support the delivery of economic development programs, business advisory services, and community energy initiatives while working closely with the Manager of Lands, Membership & Economic Growth and the Senior Economic Development Officer. From assisting with funding applications and reporting to coordinating with partners and supporting policy development, you'll play an important part in turning ideas into action. This is a great opportunity for someone who is passionate about community development, enjoys a fast-paced and varied role, and wants to make a real impact.

What You'll Do in the Role

- Supports NFN-owned businesses and member entrepreneurs through business planning assistance, referrals, funding and grant support, and procurement readiness
- Assists in the delivery and administration of economic development programs, including workshops, mentorships, grants, and loans
- Maintains accurate client files, tracks outcomes, and supports reporting requirements
- Responds to inquiries related to economic opportunities, partnerships, and business development
- Conducts research and supports feasibility reviews and analysis of economic development opportunities
- Contributes to the development and implementation of economic development strategies, policies, and community priorities
- Collaborates with internal departments to advance economic initiatives
- Prepares briefing notes, reports, and Council updates
- Identifies opportunities to improve processes, increase efficiencies, and strengthen reporting across economic and energy initiatives
- Coordinates community energy management initiatives focused on cost savings and efficiency, including energy audits, benchmarking, conservation efforts, and building upgrades
- Tracks energy usage, savings, and performance metrics across NFN facilities
- Supports the implementation of community energy and sustainability projects such as EV charging, renewable energy, and conservation programs
- Assists with funding applications, reporting, and compliance for energy-related initiatives



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- Coordinates consultants, contractors, and internal staff involved in energy projects
- Supports community and staff engagement to build awareness and capacity around energy and sustainability
- Performs other related duties as required by the Manager of Lands, Membership & Economic Growth

♥♥ 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

- Must have Degree in Business Administration, Commerce, Economics, Engineering, Environmental Science or a related field.
- Must have a Valid Ontario Class "G" Driver's License
- Must have 2 years of relevant work experience
- Demonstrates strong ability to manage multiple priorities, organize geospatial data and projects, and meet deadlines in a fast-paced environment with competing demands.
- Ability to gather, review, and interpret spatial and land-related data from various sources to support mapping, planning, and decision-making activities.
- Strong analytical and problem-solving skills, with the ability to assess geospatial data, identify patterns or discrepancies, and provide accurate and meaningful insights.
- Effective verbal and written communication skills for presenting technical information in a clear and accessible manner to staff, leadership, and external stakeholders.
- Works collaboratively with internal departments and external partners, contributing to a cooperative team environment and supporting shared organizational objectives.



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Application Deadlines and How to Apply

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

<p>Round 1 – Closes May 15, 2026 <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p>
<p>Round 2 – Closes May 22, 2026 <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any late applicants from Round 1, will be screened at this stage.</p>
<p>Round 3 – Closes May 29, 2026 <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p>

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

Deadline: 4:00 p.m. on the date assigned to your eligibility round

Are You a Member of NFN?

As permitted under Section 24(1)(a) of the Ontario Human Rights Code, preference will be given to First Nation applicants. Nipissing First Nation encourages qualified NFN members to apply.

Applicants must meet the essential qualifications outlined in the posting. Transferable skills may be considered, and on the job training may be provided where appropriate. Positions requiring specific credentials, licences, or regulated qualifications must have those requirements met at the time of application.

Interview Preparation Support for NFN Members and affiliates

Nipissing First Nation offers interview preparation support through the Human Resources Department for NFN members selected for an interview. Members interested in this support must indicate so when submitting their application.

Participation in interview preparation does not impact the hiring decision.

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at thomasl@nfn.ca or 705 753 2050 ext. 6985.

Miigwech~Thank you, to all applicants for your interest. Only those selected for an interview will be contacted.