

32 Machishteweyaau Street Nemaska, Quebec, JOY 3B0 Tel: 819-673-2512 Fax: 819-673-2542

EMPLOYMENT OPPORTUNITY Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

TITLE:	Economic Development Officer
Location:	32 Machishteweyaau Trail, Nemaska, Quebec, J0Y3B0
Salary:	(\$46,840 min \$ 70,260 max.) plus northern allowance
Closing Date:	October 26, 2022
Employment Status:	Permanent, subject to 6-month probation

Summary of Position:

Reporting to the Director of Land and Sustainable Development, the Economic Development Officer is responsible for fostering economic development in the Cree Nation of Nemaska (CNN), through the creation, identification, and implementation of business and economic development opportunities. The Economic Development Officer is also responsible for providing advice and assistance to potential local entrepreneurs regarding available programs, sources of funding and related legislation and/or guidelines to be respected.

Duties and Responsibilities

Functional Responsibilities:

- Identify and analyze current and future community needs from statistical data and surveys of the population.
- Conduct feasibility studies for various commercial pursuits (e.g., agricultural, commercial, industrial), and identify economic development opportunities for the CNN by liaising with organizations and entrepreneurs.
- Assist with the development and implementation of new economic and business opportunities by reviewing and analyzing business plans, balance sheets, and financial statements with entrepreneurs.
- Provide assistance to community members by arranging for management training, where necessary through education institutions, Cree School Board, Canada Manpower, Quebec Manpower and other sources of training relating to the future management of various projects.
- Maintain and promote public relations with agencies and other relevant organizations, or Cree entities, such as Board of Compensation, CNG/GCCQ and James Bay Eeyou Corporation.
- Promote an active community relations campaign to ensure community members are aware of potential economic opportunities. Keep community members informed of all relevant initiatives in the CNN territory.
- Conduct research and develop programs that provide advice, assistance and support to local entrepreneurs for the preparation of market and feasibility analysis reports, business plans, resources planning, funding applications as well as for the development of implementation plans for economic development projects.

Administration and Reporting Responsibilities:

- Establish and maintain data, information, and records that can help to promote local development (e.g., community demographic profile, lists of funding agencies and subsidiary programs).
- Plan and implement a socio-economic development strategy, including a long-term resource management and development program.
- Develop a communication plan in order to inform entrepreneurs and community members of opportunities and ongoing projects.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Perform other duties as required.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

• College or CEGEP Diploma specialized in Economics, Business Administration or a related field.

Experience:

• One to three years of relevant experience.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in English.
- Fluency in French is an asset.

Knowledge and abilities:

- Customer focused and service oriented
- Excellent communication and interpersonal skills with a commitment to mediation.
- Working knowledge of computers and Microsoft Office products.

Working Environments

The Economic Development Officer works from an office at the Band Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. with one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee Interim Director of Human Resources Cree Nation of Nemaska 32 Machishteweyaau Trail Nemaska, Quebec J0Y 3B0 Tel: 819-673-2512 ext.313 Fax: 819-673-2542 Email: Iwapachee@nemaska.ca