

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:

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