



## **CONSTANCE LAKE FIRST NATION**

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: [clbo@clfn.on.ca](mailto:clbo@clfn.on.ca)

Website: [www.clfn.on.ca](http://www.clfn.on.ca)

### **JOB POSTING**

### **ECONOMIC DEVELOPMENT OFFICER**

#### **OVERVIEW:**

Constance Lake First Nation is seeking a highly motivated individual to fill the newly created position of Economic Development Officer to actively seek out, manage and follow-up on business, employment and natural resource opportunities which will bring added capacity, social and economic benefits for Constance Lake First Nation.

#### **PREFERRED QUALIFICATIONS:**

- Grade 12 diploma
- Economic Development and/or Business Administration Diploma, Degree, or Certificate
- Extensive knowledge in business planning and market analysis
- Previous experience working with First Nation business
- Demonstrable proficiency in negotiations, strategic planning, project management, proposal and business plan writing and policy development.
- Excellent oral and written communications skills
- Experience in political and business matters
- Public relations skills, tact and diplomacy
- Ability to organize meetings both private and public
- Excellent typing and letter writing
- Skilled in the use of Word, Excel and PowerPoint computer office software
- Experience in maintaining filing systems, records and documents
- Able to understand and interpret financial statements and business plans
- Must undergo and pass a Drug Test prior to being hired

#### **DUTIES AND RESPONSIBILITIES:**

- Maintain regular open communications with administration on all economic development matters.
- Maintain communications with businesses, organizations and government agencies.
- Research, document and file all documents, digital and hard-copy, for future reference and reporting.
- Arrange and coordinate meetings and presentations.
- Record, type and keep file of all economic development communications and documents.
- Prepare and submit monthly written reports to administration.
- Prepare, submit and continually update a community economic development plan and strategy and action plan.
- Prepare and submit after approval funding proposals.
- Assist membership or staff with business plans or feasibility studies for entrepreneurship
- Any other related duties

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

**Samantha John-George, Employment Coordinator**

**Constance Lake First Nation**

**P.O. Box 4000**

**Constance Lake, ON P0L 1B0**

**Fax: 705-463-2222**

**Email: [samantha.john-george@clfn.on.ca](mailto:samantha.john-george@clfn.on.ca)**

**DEADLINE FOR APPLICATIONS: Wednesday, March 15, 2017 at 4:00 pm**

Only those selected for an interview will be contacted.  
May be extended until a suitable applicant is chosen.