

**ADMINISTRATION OFFICE
DEPARTMENTS:**

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Family Resources,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

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SHAWANAGA FIRST NATION **EMPLOYMENT OPPORTUNITY**

Position: Economic Development Officer

Vacancies: One (1)

Term: Full-Time – 37.5 hours weekly

Start Date: As soon as possible

Salary: Competitive salary based on experience and qualifications

Position Summary:

Shawanaga First Nation is seeking a motivated and strategic Economic Development Officer (EDO) to support and advance community driven economic growth, business development, and partnership opportunities. The Economic Development Officer will lead initiatives that promote sustainable revenue generation, job creation, and long-term prosperity for the community. This role plays a key part in implementing the Nation's economic development strategy, supporting local entrepreneurs, and fostering relationships with external partners, investors, and government agencies.

The Economic Development Officer will report to the Chief Administrative Officer.

Key Responsibilities:

Economic Development Planning & Strategy

- Support the development and implementation of the First Nation's Economic Development Strategy.
- Identify and pursue new economic opportunities aligned with community priorities.
- Conduct feasibility studies, market research and business case development.

Business & Investment Development

- Attract and support investment opportunities within the community.
- Assist in the development of community owned businesses and joint ventures.
- Provide support and guidance to local entrepreneurs and small businesses.

Project Management

- Lead and coordinate economic development projects from concept to implementation.
- Monitor project timelines, budgets, and outcomes.

- Prepare reports and updates for Chief and Council.

Funding & Proposal Development

- Identify funding opportunities (federal, provincial, private sector).
- Prepare and submit funding applications, business plans, and proposals.
- Manage contribution agreements and reporting requirements.

Stakeholder Relations & Partnerships

- Build strong relationships with government agencies, industry partners and neighboring communities.
- Represent the First Nation at meetings, conferences and networking events.
- Negotiate partnerships and agreements where appropriate.

Community Engagement

- Engage community members to identify economic priorities and opportunities.
- Promote employment, training and capacity building initiatives.
- Support communication of economic development initiatives to membership.

Qualifications:

- Post Secondary education in Business Administration, Economic Development, Planning or a related field.
- Minimum 3-5 years of experience in economic development, business development or project management,
- Experience working with First Nation communities and/or organizations is strongly preferred.
- Strong understanding of Indigenous economic development practices and opportunities.

Skills & Competencies:

- Strong strategic thinking and analytical skills.
- Excellent communication, report writing and presentation abilities.
- Experience with funding applications and proposal writing.
- Ability to manage multiple projects and priorities.
- Knowledge of government funding programs and economic development frameworks.
- Strong relationship building and negotiation skills.

Personal Qualities & Attributes:

- **Community Minded:** Demonstrates respect for community values, culture, traditions and prioritizes long-term benefits for members.
- **Visionary Thinker:** Able to see opportunities for growth and innovation while aligning with community goals.
- **Self-Motivated & Accountable:** Takes initiative, follows through on commitments and delivers results with minimal supervision.

- **Adaptable & Resilient:** Conformable navigating changing priorities, funding environments and complex project landscapes.
- **Culturally Aware:** Understands and respects indigenous governance, traditions and approaches to economic development.
- **Strong Integrity & Professionalism:** Maintains confidentiality, ethical standards and transparency in all work.
- **Relationship Builder:** Builds trust with partners, investors and community members through clear communication and transparency.

Working Conditions:

- Office based with some travel required.
- Occasional evening and weekend work for community engagement and/or events.

Compensation:

- Competitive salary based on experience.
- Comprehensive benefits package (if applicable).
- Professional development opportunities.

Preference will be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted, thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references via in-person, email or fax to;

Ava Pawis
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