



P.O. Box 400 * Fox Lake Reserve * Chapleau, Ontario * P0M 1K0
Phone (705) 864-0784 * Fax (705) 864-1760
reception@chapleaucree.ca

EMPLOYMENT OPPORTUNITY

Community Economic Development Officer

The Community Economic Development Officer shall be responsible for planning, managing and providing oversight for the activities and operations of Chapleau Cree First Nation's Economic Development programs and initiatives for business retention, promotion, marketing, and expansion.

NATURE & SCOPE OF POSITION

Responsibilities shall include the coordination of assigned activities with other departments and outside agencies, maintaining regular contact with the community in situations that require tact and judgment, representing the CCFN in negotiations and mediations; and providing general assistance and support to the Band Administrator.

Minimum Education and Experience Entrance Qualifications

- Post-Secondary Diploma or Degree
- Must have a valid, unencumbered Class G driver's license
- A clear Canadian Police Information Check (CPIC) may be required

Preferred Qualifications

- Bachelor's degree from an accredited college or university in planning, business administration, community management, or a related field.
- One-year responsible experience in economic development, community development or a closely related field, focusing on assisting businesses.

Duties include but are not limited to the following:

- Plan and implement the community economic development program; seek out programs that will enhance and benefit members of the CCFN. Develop and assist in the implementation of CCFN goals-objectives and policies / procedures related to economic activities-programs;
- Develop and manage a marketing and strategic plan for a long-range community economic development program; prepare periodic reports indicating related activities and progress towards goals and objectives;
- Advise the Band Administrator on issues related to the improvement and enhancement of existing and new community programs;
- Identify and recruit office, retailers, restaurants, and sales tax generating businesses;
- Identify and coordinate relations with band and community members;
- Develop marketing and information materials appropriate for meetings, existing and prospective businesses and the general public;
- Prepare and present analytical and statistical reports on operations and activities as needed;
- Participate in the administration of the economic development program budget;
- Develop budgetary plans and controls in order to facilitate economic development programs and activities;
- Interact with area chamber of commerce's and similar groups to promote business;
- Conduct and manage special projects;
- Work with outside agencies and professional consultants as necessary; Act as an advisor to city municipal boards and other organizations; Working with the Communications Policy, provide source for media information promoting a positive image of the CCFN;
- Review and provide input on current community-economic development projects and proposed ordinances to the Band Administrator;
- Review policies and procedures of various departments and recommend to the Band Administrator improvements which may increase economic development opportunities;
- Travel Required;
- Ability to attend and conduct presentations;
- Overtime as required;

Annual Wage: \$ 60,000.00

Closing Date: Open until filled.

Qualified applicants are invited to submit their application, résumé and three references to the following:

Edith Larocque- Band Administrator
Chapleau Cree First Nation
P.O. Box 400
Chapleau, ON P0M 1K0
Bandadmin@chapleaucree.ca

***We thank all applicants, but only those selected for an interview will be contacted.
First Nation individuals and CCFN band members are encouraged to apply!***