



JOB OPENING

Local Posting

Economic Development Assistant

Administration Department

The **Economic Development Assistant** is responsible for assisting the Economic Development Officer with administrative tasks, including scheduling of meetings, research and survey monitoring Economic Development activities, supporting department initiatives and act as a resource to the community and local entrepreneurs

KEY RESPONSIBILITIES

- Assist in the planning and development of surveys and departmental strategic plans
- Provide support to local entrepreneurs and serve as a resource for business-related inquiries
- Support the implementation of departmental work plans and initiatives
- Maintain and update lists of relevant subsidy programs and potential financing sources
- Assist departmental initiatives and conduct economic survey analyses of data
- Assist with data entry and maintenance of social, economic, and community profiles, as required
- Assist with the coordination of local Economic Development Conferences
- Collaborate with departmental staff and local entities in the planning of local conferences
- Assist and support local entrepreneurs in business plan development, human resources planning, funding applications, and business creation
- Prepare and submit regular status reports to the Economic Development Officer
- Collect data through surveys and produce reports, as required
- Provide administrative support to the Economic Development Officer, including scheduling meetings and preparing agendas
- Assist in the preparation of marketing information and promotional material
- Perform other related tasks as requested

QUALIFICATIONS

- College (CEGEP) Diploma or equivalent
- 1 to 3 years of relevant experience
- Fluency in Cree and English, French an asset
- Must have knowledge of customer service principles
- Excellent communication and interpersonal skills

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$30.99 - \$46.49**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **January 30, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0