



The **Economic Development Officer** is responsible for managing and promoting economic development by planning, organizing, and delivering community services including budget management, staff supervision, and supporting local entrepreneurship.

JOB OPENING

Local Posting

Economic Development Officer

Administration Department

KEY RESPONSIBILITIES

- Supervise staff, identify training needs, and evaluate performance
- Guide and support team members in their responsibilities
- Keep staff informed of workplace and departmental decisions
- Manage communication and the distribution of business permits
- Plan, develop and outline a Socio-Economic Development Strategic Plan
- Build collaborative relationships with local, regional, and community partners
- Respond to inquiries from community members regarding economic development opportunities
- Work in collaboration with relevant resources to collect data for the community profile
- Ensure the local Community Profile is maintained
- Support local entrepreneurs with feasibility studies, business plans, and economic development projects
- Coordinate and organize local Economic Development Conferences
- Maintain and increase knowledge and skills through attendance at meetings, conferences, and trainings
- Perform other related tasks as requested

QUALIFICATIONS

- College (CEGEP) Diploma in Economics, Business Management, Public Administration, or related field
- 3 to 5 years of relevant experience
- Fluency in Cree and English, French an asset
- Must know the principles of management
- Excellent communication and interpersonal skills
- Strong organizational and problem-solving skills
- Analytical abilities to analyze market trends and data

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

Subject: **Six (6) Month Probation**

Salary: **\$ 36.95 - \$ 55.43**

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

Job description available upon request. Please submit your resume by **August 4, 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