



The Economic Development Officer is responsible for the administration of the Economic Development and other related duties as directed by the various agencies or committees.



JOB OPENING

Local Posting

Economic Development Officer

Administration Department

KEY RESPONSIBILITIES

- Plan and develop a Socio-Economic Development strategy by analyzing community needs
- Develop policies and administer programs to promote business investment and tourism in Wemindji
- Support entrepreneurs with research, advice, and help in creating business plans and projects
- Maintain a list of agencies offering support to the Council, local businesses, and the Youth Council
- Maintain lists of relevant subsidy programs and financing sources
- Survey local and regional areas to assess development potential and future needs
- Analyze buying habits and preferences of the Wemindji Eeyouch
- Maintain an up-to-date Community Profile
- Conduct and develop an up-to-date social and economic profile of Wemindji Eeyouch
- Respond to enquiries from community members about economic development opportunities
- Support local entrepreneurs with business planning, funding applications and entrepreneurial evaluation
- Submit quarterly reports to the Director General or Council
- Organize the local Economic Development Conference
- Assist the Council to select members for the Socio-Economic Development Committee
- Prepare materials and inform the Council on available development projects
- Perform other related tasks as requested

QUALIFICATIONS

- College (CEGEP) diploma or equivalent
- 1-3 years of relevant experience
- Fluency in Cree and English, French an asset
- Excellent communication and interpersonal skills
- Strong organizational and problem-solving skills
- Must know the principles of management

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

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

Salary: **\$ 26.78 - \$ 40.16**

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

Job description available upon request. Please submit your resume by **October 15, 2025**, 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